UTAX

DOCUMENT CONSULTING

CD 1230 | 1240 | 1250

INSTRUCTION HANDBOOK ADVANCED

DIGITAL MULTIFUNCTIONAL SYSTEM

Introduction

Thank you for your purchase of UTAX CD 1230/1240/1250.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance and take a simple troubleshooting action as necessary, so that you can always use the machine in good condition.

Please read this Operation Guide before you start using the machine, and keep it close to the machine for easy reference.

Legal and Safety Information

Please read this information before using your machine. This chapter provides information on the following topics.

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GPL

Firmware of this machine is using in part the GPL applied codes

About this Operation Guide

This Operation Guide contains the following chapters.

Chapter 1 - Copying Functions

Explains the functions available for copying.

Chapter 2 - Sending Functions

Explains the functions available for sending originals.

Chapter 3 - Printer

Explains how to configure the printer function.

Chapter 4 - Using Document Box

Explains the typical procedure for utilizing Document Box.

Chapter 5 - Status / Job Cancel

Explains how to check the status and history of job and cancel the jobs while processing or waiting to be printed.

Chapter 6 - System Menu

Explains how to configure various settings of the machine using the menus on the operation panel.

Chapter 7 - Management

Explains how to use login administration and manage job accounting to share usage among various department.

Chapter 8 - Security

Explains the procedures and tips for installation and operations of the optional Data Security Kit (C) (Security Kit).

Appendix

Lists the supported paper and intercompatible functions. includes a glossary.

Included Guides

The following guides are supplied with the machine. Refer to them as necessary.

Operation Guide (This Guide)

Describes how to load paper, basic copy, print and scan operations, and troubleshooting.

Advanced Operation Guide

Explains copying, printing and scanning features in depth, as well as default settings.

Conventions in This Guide

The following conventions are used depending on the nature of the description.

Convention	Description	Example
Bold	Indicates the operation panel key or a computer screen.	Press the **Start** key.
[Regular]	Indicates the touch panel keys.	Press [OK].
Italic	Indicates the message displayed on the touch panel.	*Ready to copy* is displayed.
	Used to emphasize a key word, phrase or references to additional information.	For more information refer to *Sleep and Auto Sleep on page 3-4.*
Note	Indicates supplemental information or operations for reference.	**NOTE:**
Important	Indicates items that are required or prohibited so as to avoid problems.	**IMPORTANT:**
Caution	Indicates what must be observed to prevent injury or machine breakdown and how to deal with it.	**CAUTION:**

Description of Operation Procedure

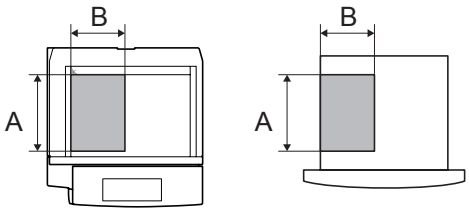
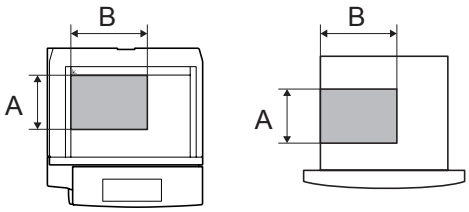
In this Operation Guide, the continuous operation of the keys on the touch panel is as follows:

Actual procedure	Description in this Operation Guide
Press [Copy]. ▼ Press [Change] of *Quick Setup*. ▼ Press [▼] twice. ▼ Press [Change] of *Original Image*.	Press [Copy], [Change] of *Quick Setup*, [▼] twice, and then [Change] of *Original Image*.

Originals and Paper Sizes

This section explains the notation used in this guide when referring to sizes of originals or paper sizes.

As in A4, B5 and Letter, which may be used either in the horizontal or vertical direction, horizontal direction is indicated by an additional R character in order to indicate the orientation of the original/paper.

Set direction	Indicated size *
Vertical direction  Original Paper For original/paper, dimension A is longer than B.	A4, B5, A5, B6, A6, 16K, Letter, Statement
Horizontal direction  Original Paper For original/paper, dimension A is shorter than B.	A4-R, B5-R, A5-R, B6-R, A6-R, 16K-R, Letter-R, Statement-R

* The size of original/paper that can be used depends on the function and source tray. For further details, refer to the page detailing that function or source tray.

Icons on the Touch Panel

The following icons are used to indicate originals and paper set directions on the touch panel.

Set direction	Originals	Paper
Vertical direction		
Horizontal direction		

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1 Copying Functions

This chapter explains the functions available for copying.

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Original Size

Specify the size of originals being scanned. Be sure to specify the original size when copying non-standard sizes.

The following options are available.

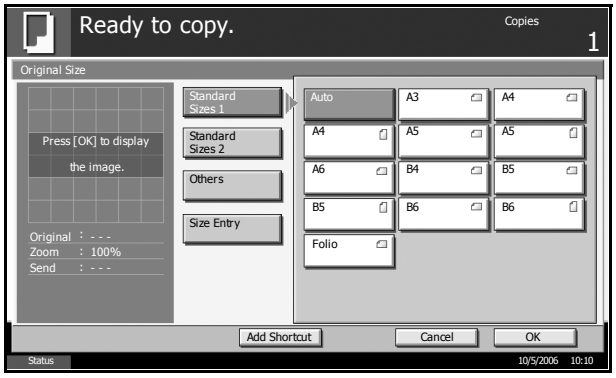
Item	How to Select	Sizes
Standard Sizes 1	Have the size of original detected automatically, or select from the standard sizes.	Inch models: Auto, Ledger, Legal, Letter, Letter-R, Statement, Statement-R, 8.5×13.5", Oficio II and 11×15"
		Metric models: Auto, A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R and Folio
Standard Sizes 2	Select from the standard sizes not included in the Standard Sizes 1 .	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio, 8K, 16K and 16K-R
		Metric models: Ledger, Legal, Letter, Letter-R, Statement, Statement-R, 8.5×13.5", Oficio II, 11×15", 8K, 16K and 16K-R
Others	Select from envelope, postcard or the custom sized originals*.	Hagaki, Oufuku Hagaki, Custom 1 to 4
Size Entry	Enter the size not included in the standard sizes 1 and 2.	Inch models Horizontal: 2 to 17" (in 0.01" increments), Vertical: 2 to 11.69" (in 0.01" increments)
		Metric models Horizontal: 50 to 432 mm (in 1 mm increments), Vertical: 50 to 297 mm (in 1 mm increments)

* For instructions on how to register custom original sizes (Custom 1 to 4), refer to *Custom Original Size Setup on page 6-5*.

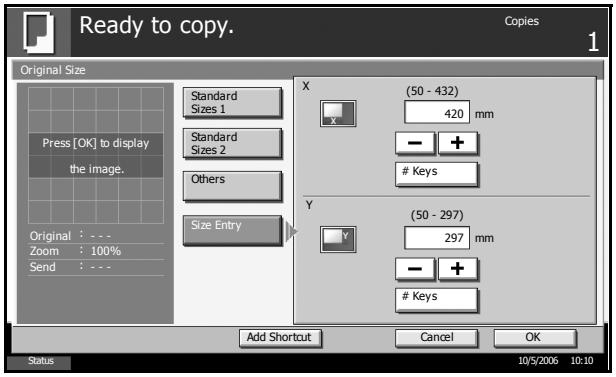
1 Press the **Copy** key.

2 Press [Org./Paper/Finishing] and then [Original Size].

3 Press [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] to select the original size.



If [Size Entry] is selected, press [+] or [-] to specify the horizontal size (X) and the vertical size (Y). Press [# Keys] to enter the size directly using the numeric keys.



4 Press [OK].

5 Press the **Start** key to start copying.

Paper Selection

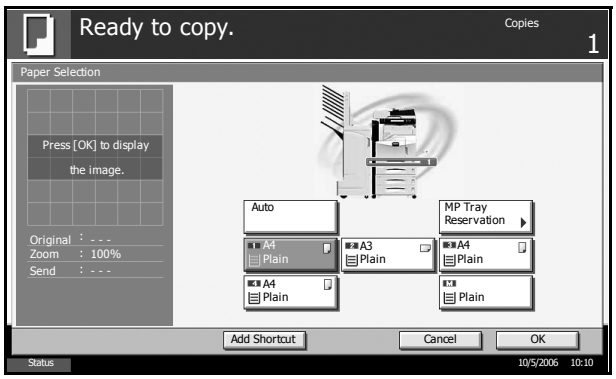
Select the paper source contains the required paper size.

NOTE: Specify in advance the size and type of the paper loaded in the cassette (refer to *Original/Paper Setup on page 6-5*).

Selecting the Cassette

1. Press the **Copy** key.
2. Press [Org./Paper/Finishing] and then [Paper Selection].
3. Press the key of the paper source corresponding to the required paper size. The cassette in which the paper is loaded is selected.

   If [Auto] is selected, the paper matching the size of the original is selected automatically.



4. Press [OK].
5. Press the **Start** key to start copying.

Reserving the Multi Purpose Tray

To use the Multi Purpose tray, select the size and type to match the paper loaded in the paper source.

Category	Item	How to Select	Sizes
Paper Size	Standard Sizes 1	Choose from the standard size.	Inch models: Ledger, Legal, Letter, Letter-R, Statement, 8.5×13.5", Oficio II and Executive
			Metric models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6, B6-R, A6-R and Folio
	Standard Sizes 2	Choose from the standard sizes not included in the Standard Sizes 1 .	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Folio, 8K, 16K and 16K-R
			Metric models: Ledger, Legal, Letter, Letter-R, Statement, 8.5×13.5", Oficio II, Executive, 8K, 16K and 16K-R
	Others	Choose from non-standard sizes and custom sizes.	ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2 and Custom 1 to 4*
	Size Entry	Enter the size not included in the standard sizes 1 and 2.	Inch models Horizontal: 5.83 to 17" (in 0.01" increments), Vertical: 3.86 to 11.69" (in 0.01" increments)
			Metric models Vertical: 98 to 297 mm (in 1 mm increments), Horizontal: 148 to 432 mm (in 1 mm increments)
Media Type	Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Thick, Envelope, High Quality, Custom 1 to 8**		

* For instructions on how to select custom paper sizes (Custom 1 to 4), refer to *Adding a Custom Size and Type for Paper to Print on page 6-6*.

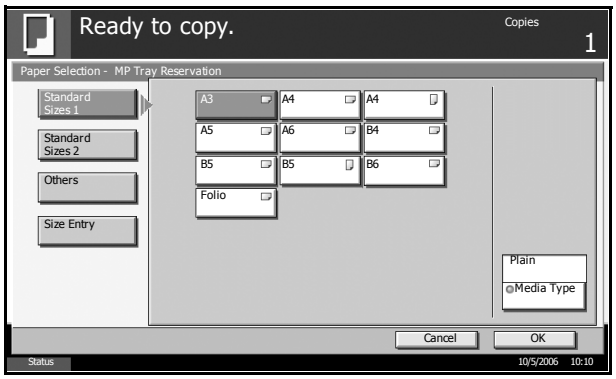
** For instructions on how to select custom paper types 1 to 8, refer to *Paper Type on page 6-10*.

NOTE: It will be useful to select in advance the size and type of paper that will be used often and set them as default (refer to *Paper Size and Media Type Setup for Multi Purpose Tray on page 6-9*).

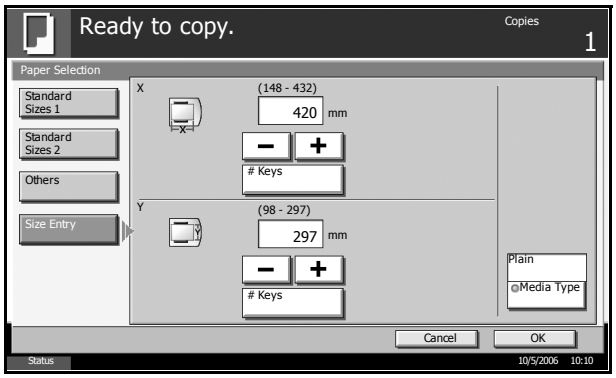
1 Press the **Copy** key.

2 Press [Org./Paper/Finishing], [Paper Selection] and then [MP Tray Reservation].

3 Press [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] to select the paper size.



If you select [Size Entry], press [+] or [–] to specify *X* (horizontal) and *Y* (vertical) sizes. You can enter the size directly using the numeric keys after pressing [# Keys].



4 Press [Media Type] to select paper type, and press [OK].

5 Press [OK].

6 Press the **Start** key to start scanning the originals.

7 When the machine is ready to copy your job, the confirmation screen for the specified paper appears. Load the required paper in the Multi Purpose tray and press [Continue] to start copying.

Mixed Sized Originals

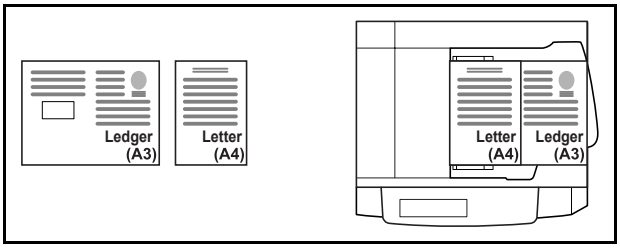
Using the optional document processor, the originals of different sizes can be loaded in a batch and copied. In this operation, up to 30 originals of different sizes can be placed in the document processor at the same time.

Supported Combinations of Originals

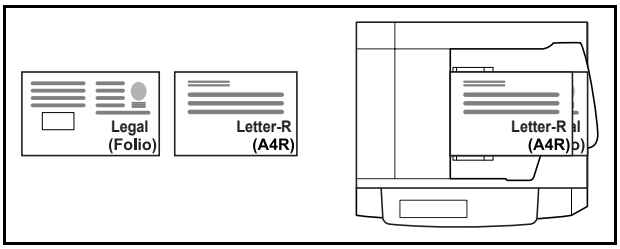
Originals of the Same Width

The supported combinations of originals are as follows.

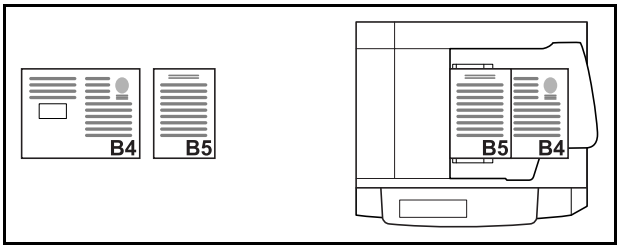
Ledger and Letter (A3 and A4)



Ledger and Letter-R (Folio and A4-R)



B4 and B5

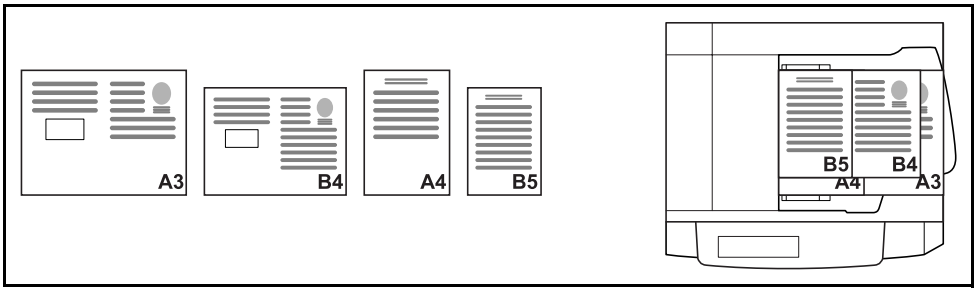


Originals of Different Widths

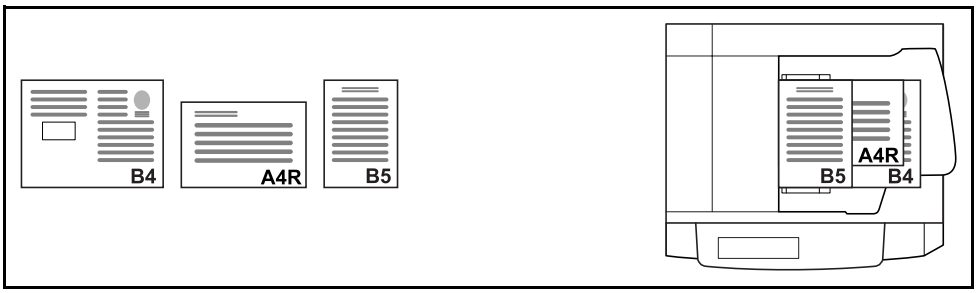
Place all originals of different widths. The supported combinations of originals are as follows.

NOTE: This function is only available for metric models.

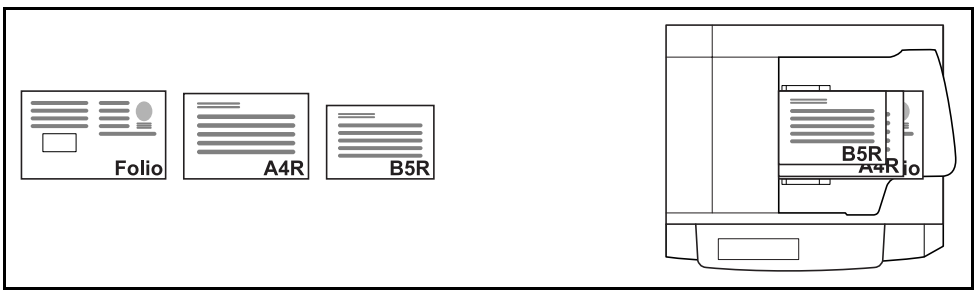
A3, B4, A4 and B5



B4, A4-R and B5



Folio, A4-R and B5-R



Selecting How to Copy Originals

Select whether you wish to create individual copies on different size papers matching the original sizes or to produce all copies on the same size papers.

NOTE: This function is available regardless of whether originals have the same width or not.

Option	Description
Mixed Sized Copies	Originals are detected individually for size and copied to the same size papers as originals.
Same Size Copies	Originals are all copied to the same size papers.

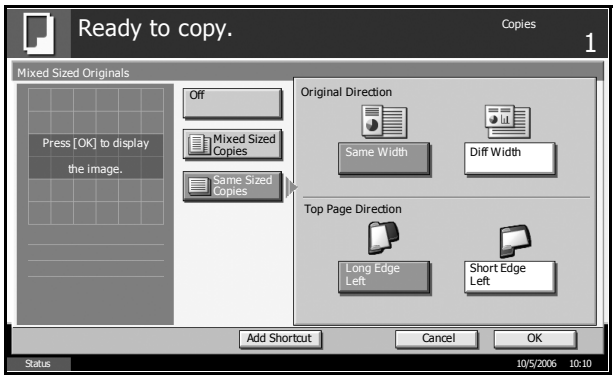
1 Place originals on the document processor.

IMPORTANT: When placing originals of different widths, be sure to flush them against the document width guide toward the back of the machine.

2 Press the **Copy** key.

3 Press [Org./Paper/Finishing] and then [Mixed Sized Originals].

4 Select [Mixed Sized Copies] or [Same Size Copies] as finish size.



5 Select [Same Width] or [Different Width] as combination of originals.

When [Same Size Copies] is selected, select [Long Edge Left] or [Short Edge Left] as the first original orientation.

6 Press [OK].

7 Press the **Start** key to start copying.

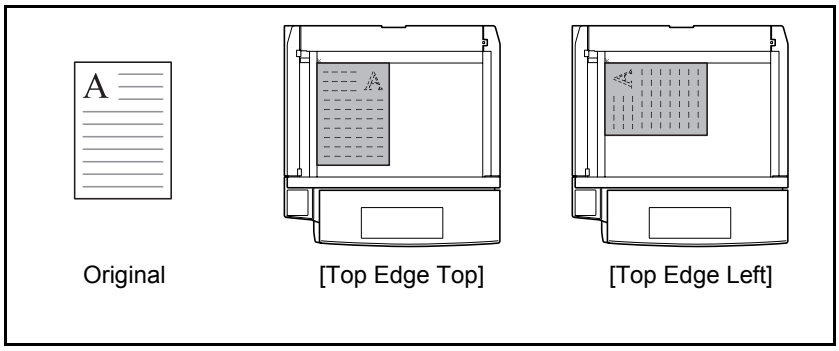
Original Orientation

Select the original orientation to use the following functions.

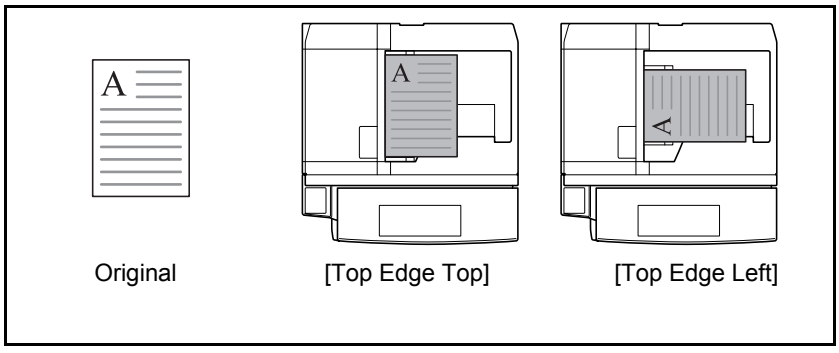
- Duplex
- Margin/Centering originals
- Border erase
- Combine mode
- Memo mode
- Page numbering
- Booklets
- Stapling/Punching (optional feature)

* Use the functions above and press the **Start** key to display the original orientation selection screen.

When placing originals on the platen



When placing originals on the optional document processor

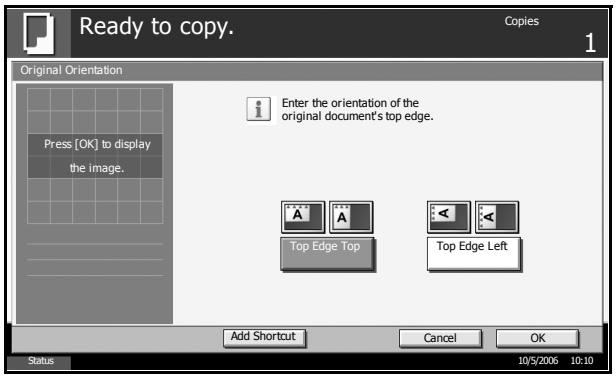


NOTE: To change the default setting for the original orientation, refer to *Original Orientation on page 6-20*.

1 Press the **Copy** key.

2 Press [Org./Paper/Finishing] and then [Original Orientation].

3 Select [Top Edge Top] or [Top Edge Left] as the way the original is oriented.



4 Press [OK].

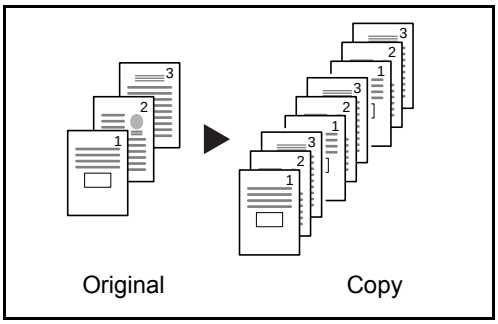
5 Press the **Start** key to start copying.

Collate/Offset Mode

Use Collate to copy multiple originals and produce collated sets of copies as required.

Use Offset to deliver the printed copies so that each set or page is stacked perpendicular to the previous set or page. This allows easy offsetting without using the optional document finisher.

Offset



NOTE: Paper of the same size must be loaded in the different cassettes with portrait and landscape orientation.

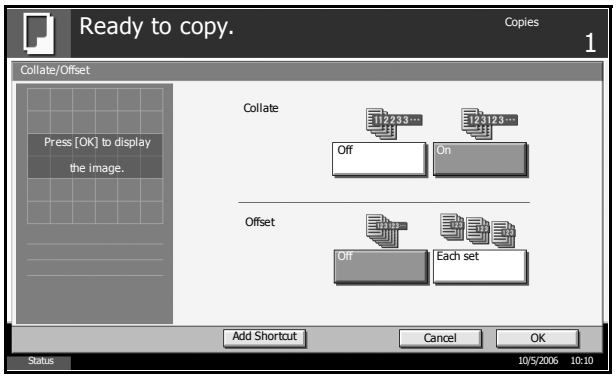
The supported paper sizes are A4, B5, Letter and 16K.

1 Press the **Copy** key.

2 Press [Org./Paper/Finishing] and then [Collate/Offset].

3 If you select Collate, press [On] of Collate.

If you select Offset, press [Off] or [Each Set] of Offset.



4 Use the numeric keys to enter the copy quantity.

5 Press the **Start** key to start copying.

Collated sets of copies are delivered on the top tray.

Place the originals and press the **Start** key.

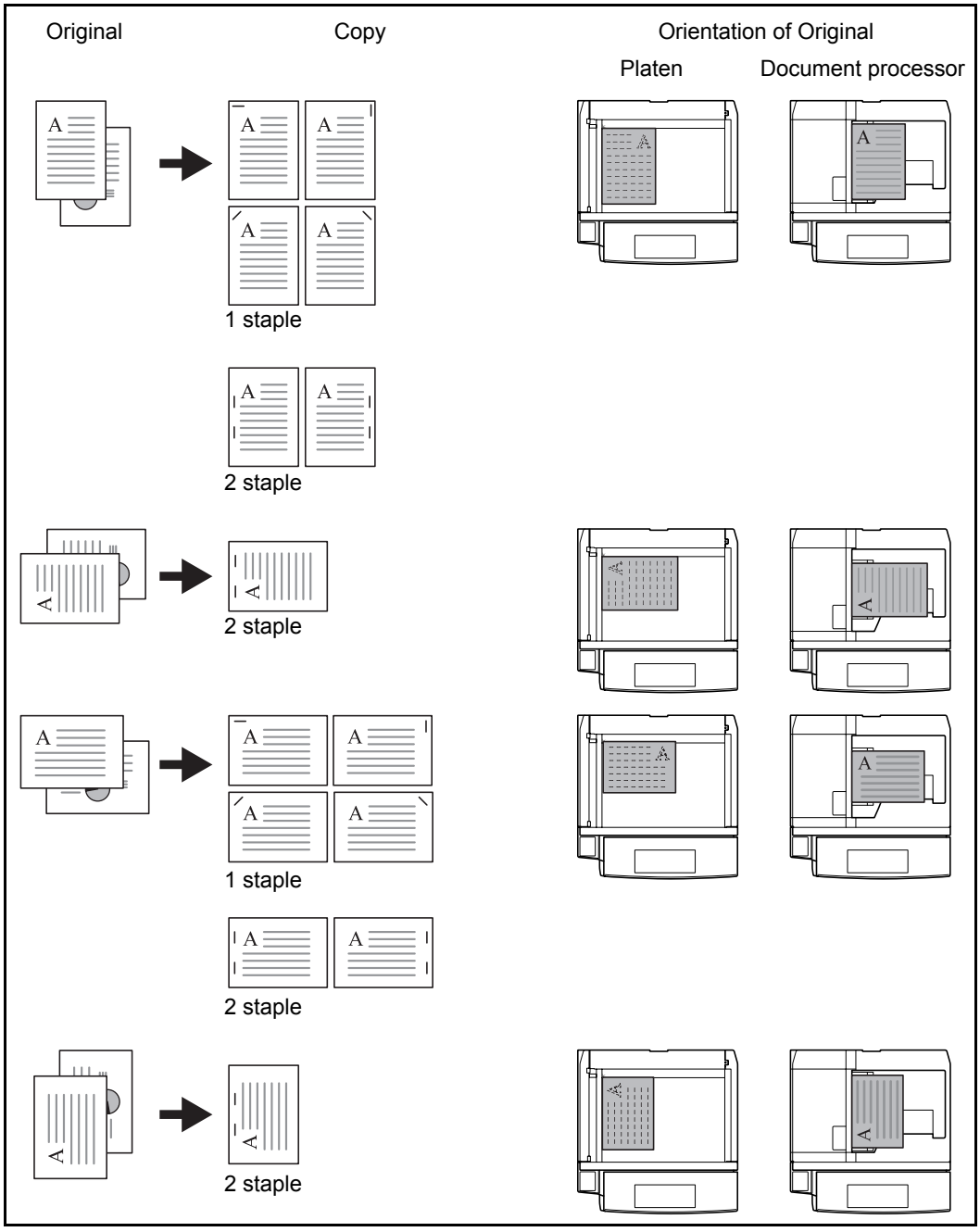
Staple/Punch

Use this feature to staple or hole-punch your finished copies.

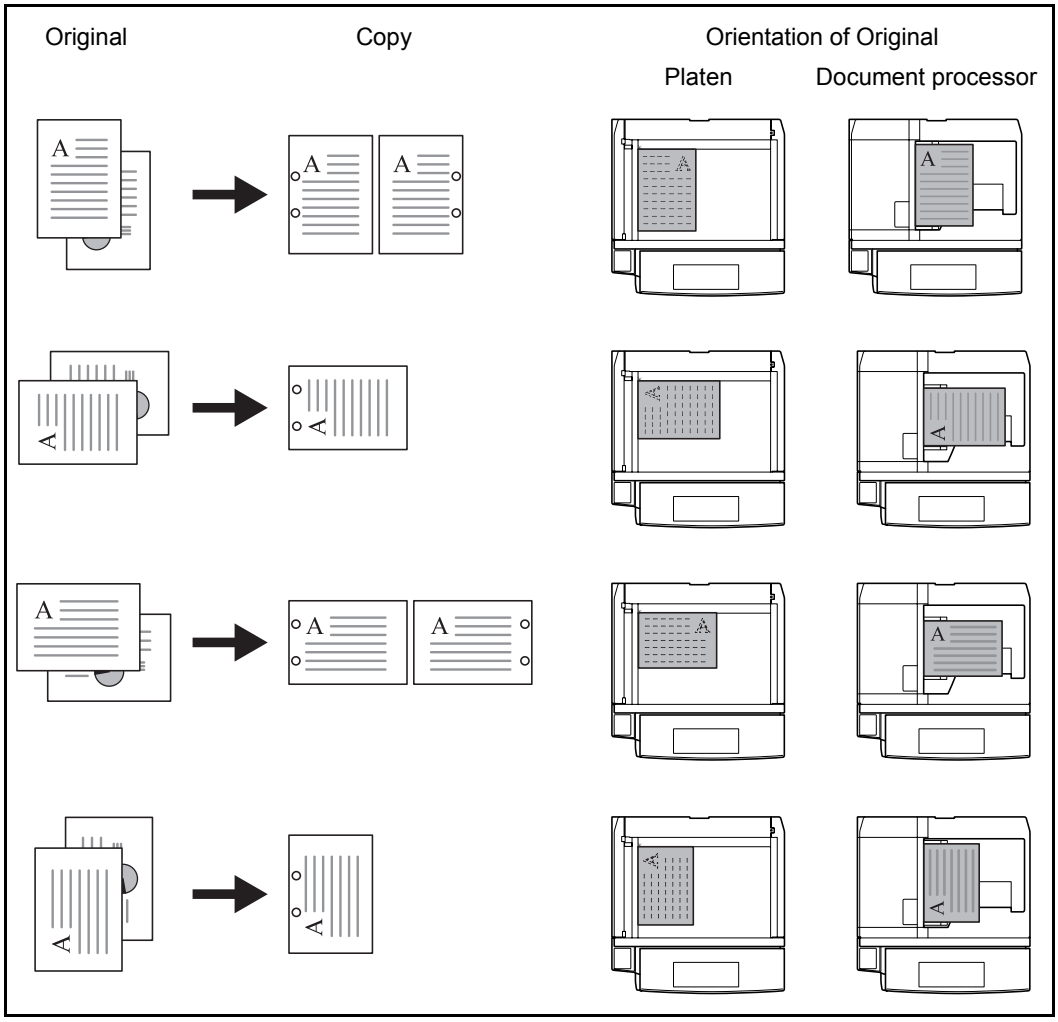
NOTE: Stapling requires the optional document finisher, built-in finisher, or 3000 Sheet Document Finisher.

Punching requires the optional 3000 Sheet Document Finisher and the optional punching unit.

The following stapling options and orientations are available.



The following punch options and orientations are available.

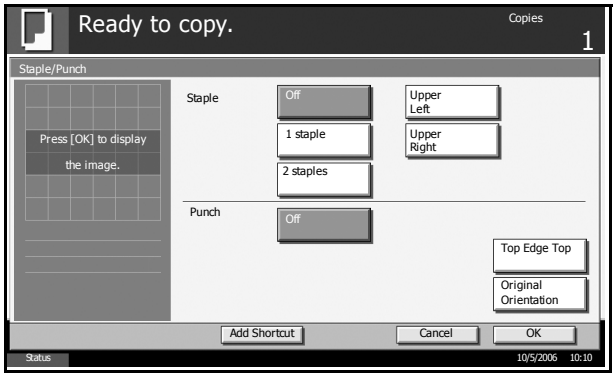


NOTE: The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

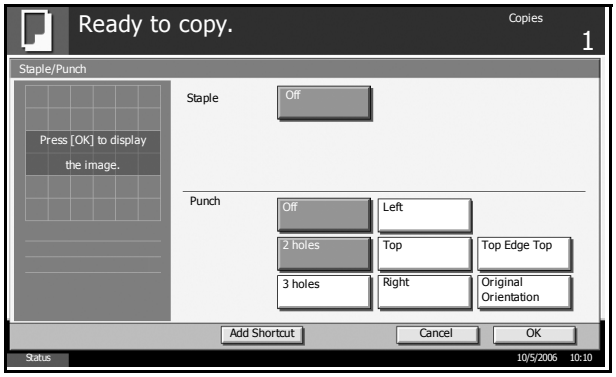
1 Press the **Copy** key.

2 Press [Org./Paper/Finishing] and then [Staple/Punch].

3 To staple, select the staple position, [1 staple] or [2 staples], under *Staple*.



To punch, select the punch position, [2 holes] or [3 holes] ([4 holes]), under *Punch*.



4 Press [Original Orientation] to choose orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].

5 Press [OK].

6 Place the originals and press the **Start** key.

Output Destination

Specify the optional document finisher tray or any other specific tray as the output destination for finished copies.

NOTE: Optional output destinations include the job separator, document finisher, 3000 Sheet Document Finisher and the mailbox.

Destination	Description
Top tray	Top tray of the machine (where copies are stored)
Finisher tray*	Tray of the optional document finisher or built-in finisher
Tray A, Tray B*, Tray C*	Tray A to C of the optional 3000 Sheet Document Finisher
Job separator tray	Optional job separator
Trays 1 to 7*	Trays 1 to 7 of the optional mailbox (Tray 1 is the top tray)

* Copy output orientation can be selected either as face-up (print facing up) or face-down (print facing down).

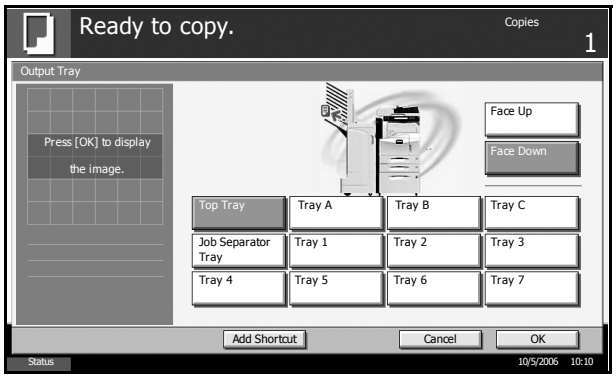
NOTE: To change default destination for copies, refer to *Output Tray on page 6-19* for details.

1 Press the **Copy** key.

2 Press [Org./Paper/Finishing] and then [Output Tray].

3 Select the output destination for finished copies.

When you select any of [Finisher tray], [Tray B], [Tray C] or [Trays 1 to 7], select the orientation of output copy, *Face Up* (print facing up) or *Face Down* (print facing down).



4 Press [OK].

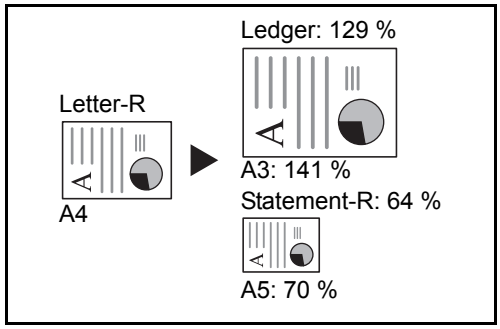
5 Place the originals in the document processor or on the platen. Press the **Start** key to start copying.

Zoom Mode

Original image can be reduced or enlarged for copying. The following zoom modes are available.

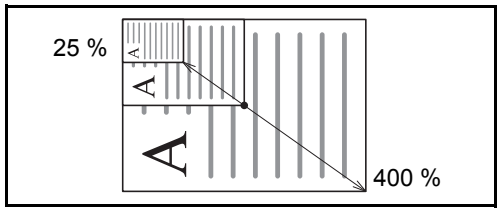
Auto Zoom

Automatically reduces or enlarges the original image suited to the selected paper size.



Manual Zoom

Enter desired magnification in 1% increments between 25% and 400%.



Preset Zoom

Reduces or enlarges at preset magnifications.

The following magnifications are available.

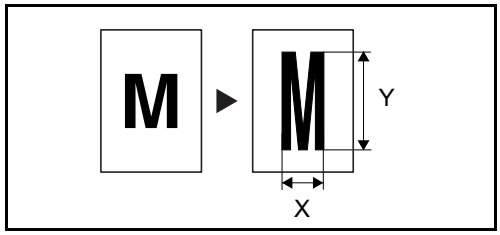
Model	Zoom Level (Original -> Copy)
Inch Models	200% (Statement -> Ledger), 154% (Statement -> Legal), 129% (Letter-R -> Ledger), 121% (Legal -> Ledger), 78% (Legal -> Letter-R), 77% (Ledger -> Legal), 64% (Ledger -> Letter-R), 50% (Ledger -> Statement)
Metric Models	200% (A5 -> A3), 141% (A4 -> A3, A5 -> A4), 127% (Folio ->A3), 106% (11×15" -> A3), 90% (Folio -> A4), 75% (11×15"->A4), 70% (A3 -> A4, A4 -> A5)

Model	Zoom Level (Original -> Copy)
Asia Pacific	200% (A5 -> A3), 141% (A4 -> A3, B5 -> B4), 122% (A4 -> B4, A5 -> B5), 115% (B4 -> A3, B5 -> A4), 86% (A3 -> B4, A4 -> B5), 81% (B4 -> A4, B5 -> A5), 70% (A3 -> A4, B4 -> B5)

XY Zoom

Adjust vertical and horizontal magnifications independently. Enter desired magnification in 1% increments between 25% and 400%.

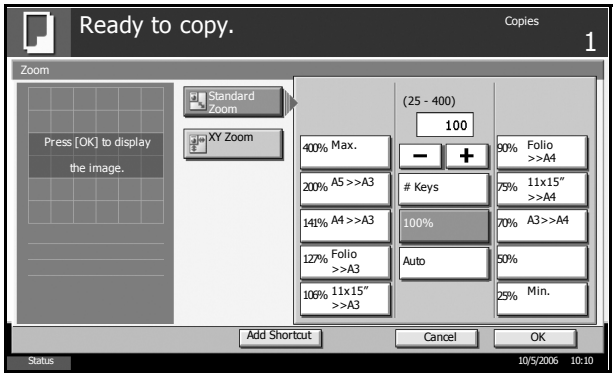
* When using the document processor, enter the desired magnification in 1% increments between 25% and 200%.



1. Place the originals in the document processor or on the platen.
2. Press the **Copy** key.
3. Press [Layout/Edit] and then [Zoom].
4. Press [Auto] to use Auto Zoom.

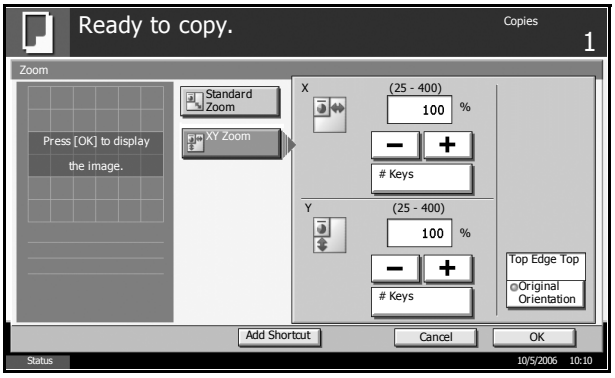
Press [+] or [–] to change the displayed magnification as desired. You can also enter the magnification directly using the numeric keys by pressing [# Keys].

To use Preset Zoom, select the key of desired magnification.



To use XY Zoom, press [XY Zoom].

Press [+] or [–] to change the displayed magnifications of X (horizontal) and Y (vertical). You can also enter the magnification directly using the numeric keys by pressing [# Keys].



Press [Original Orientation] to choose orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].

5 Press [OK].

6 Press the **Start** key to start copying.

Combine Mode

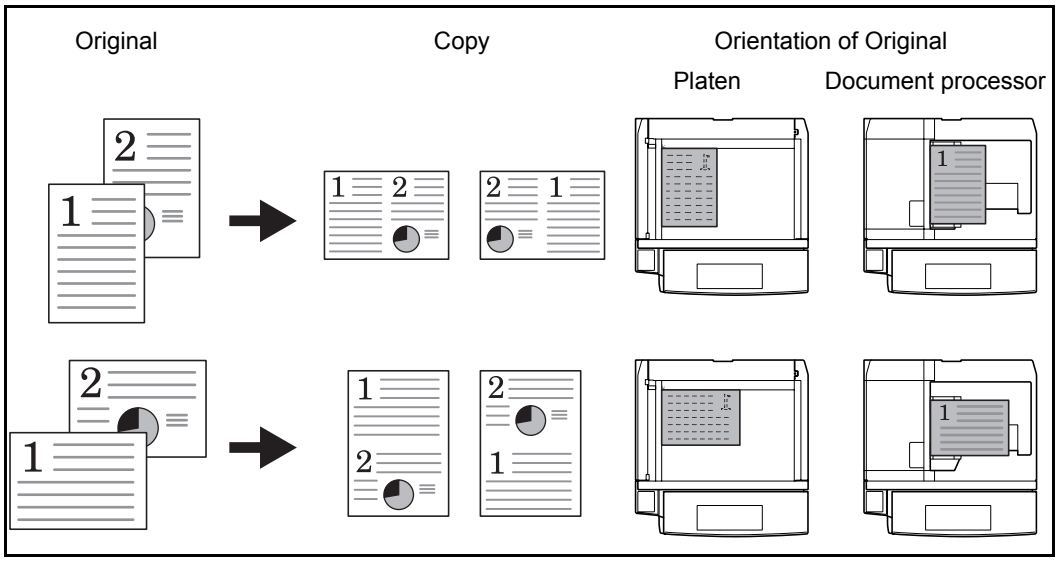
Images from either two or four originals are reduced and combined onto a single copy. 2-in-1 mode and 4-in-1 mode are available. The page boundary of each original can be indicated.

NOTE: Combine mode is available for the copy paper sizes of A3, B4, Folio, A4, A4-R, B5, B5-R, A5-R, Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Statement-R, 8K, 16K and 16K-R.

2-in-1 Mode

For copying two originals onto a single sheet. This mode can be used with Duplex mode to copy four originals onto one sheet.

The following 2-in-1 options and output orientations are available.

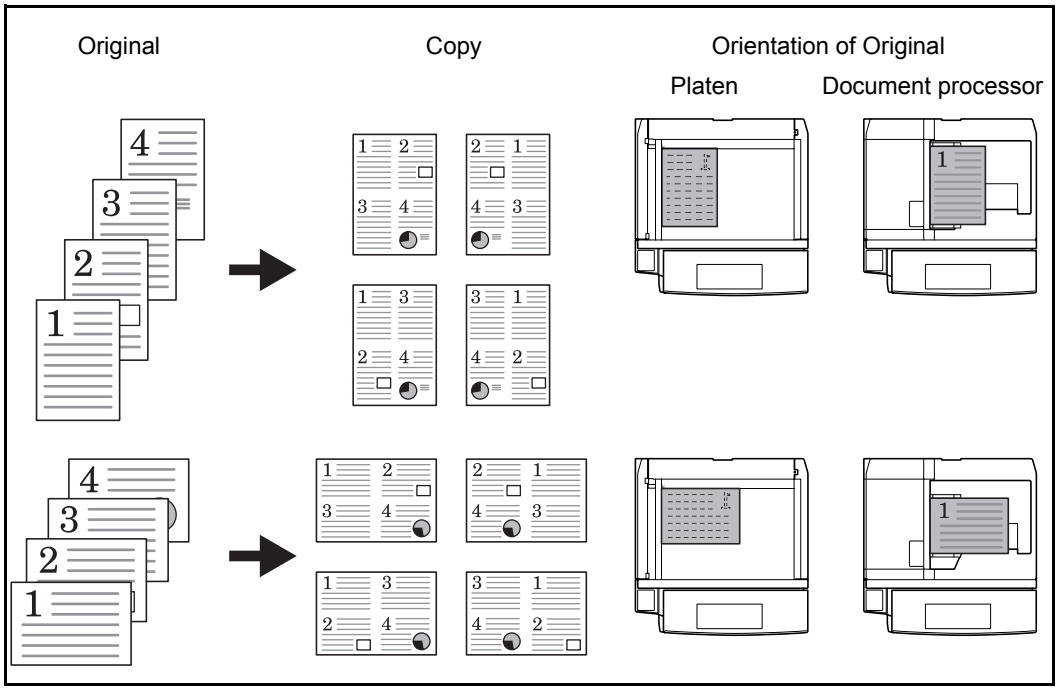


NOTE: When placing the original on the platen, be sure to copy the originals in page order.

4-in-1 Mode

For copying four originals onto a single sheet. This mode can be used with Duplex mode to copy eight originals onto one sheet.

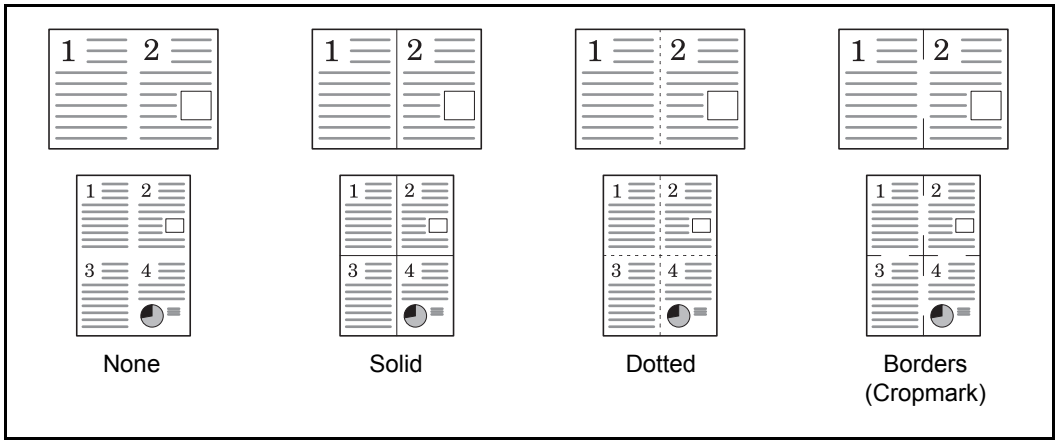
The following 4-in-1 options and output orientations are available.



NOTE: When placing the original on the platen, be sure to copy the originals in page order.

Types of Page Boundary Lines

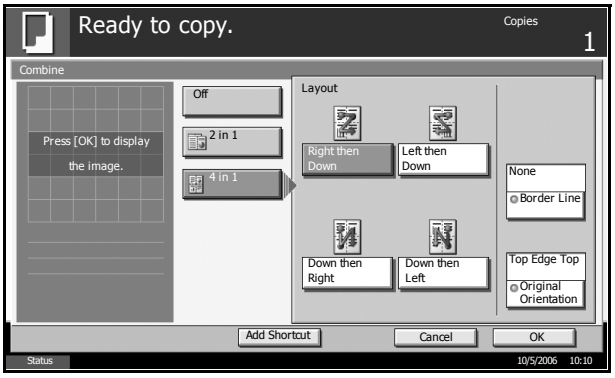
The following types of the boundary lines are available.



1 Press the **Copy** key.

2 Press [Layout/Edit] and then [Combine].

3 Press [2 in 1] or [4 in 1], and choose the page layout of Layout.



4 Press [Border Line] to choose the type of the lines to indicate page boundaries. Press [OK].

5 Press [Original Orientation] to choose orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].

6 Press [OK].

7 Place the originals and press the **Start** key.

If the original is placed on the platen, replace the original and press the **Start** key.

After scanning all originals, press [Scan Finish] to start copying.

Margin/Centering Mode

Shift the original image to make space on the copy for binding on the left (right) or top (bottom) side.

When you copy onto paper different from the original size, you can center the original image on the paper.

The following margin widths are available.

Model	Margin Width
Inch Models	-0.75 to 0.75" (in 0.01" increments)
Metric Models	-18 mm to 18 mm (in 1-mm increments)

Margin on the Back Side

When duplex copying, you can also specify the margin on the back side.

Auto

When Auto is specified, the left and right margins on the front are reversed on the back. For example, if the left margin on the front is 10 mm, the right margin on the back will be 10 mm. The top and bottom margin widths on the back will match those on the front.

Separate Front/Back Margins

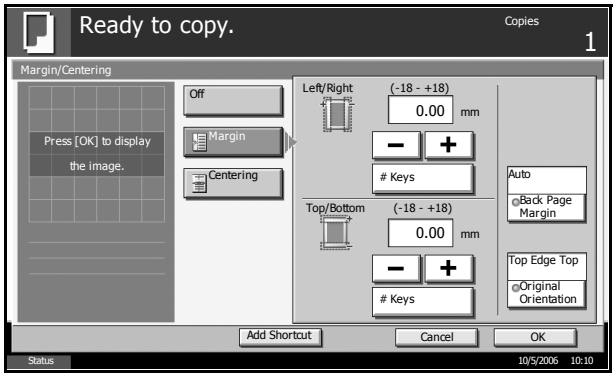
Enables you to specify the front and back settings separately.

NOTE: You can set the default margin width. Refer to *Margin Default on page 6-28* for details.

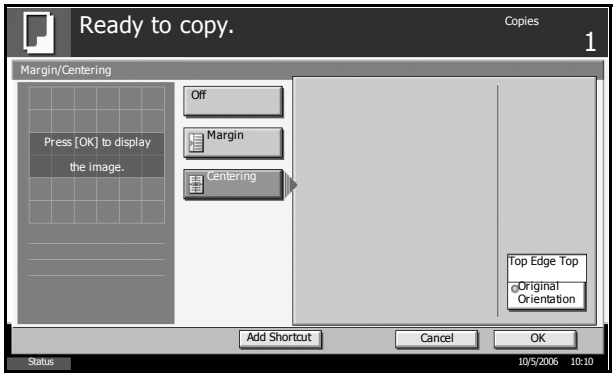
1. Press the **Copy** key.
2. Press [Layout/Edit] and then [Margin/Centering].
3. Press [Margin] to select the copy with margin.

   Use [+] or [–] to enter the margins for *Left/Right* and *Top/Bottom*. Press [# Keys] to use the numeric keys for entry.

When duplex copying, press [Back page margin] to select the margin on the back page. Then press [OK].



Press [Centering] to center the original image on the paper.



4 Press [Original Orientation] to choose orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].

5 Press [OK].

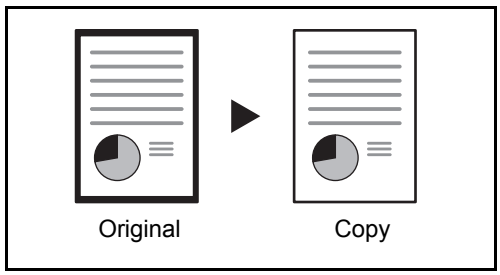
6 Press the **Start** key to start copying.

Border Erase

Use Border Erase to prevent the appearance of shadows from around the edges of originals. The following options can be selected.

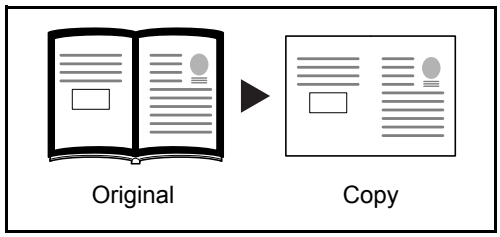
Border Erase Sheet

Erases black borders around the single sheet original.



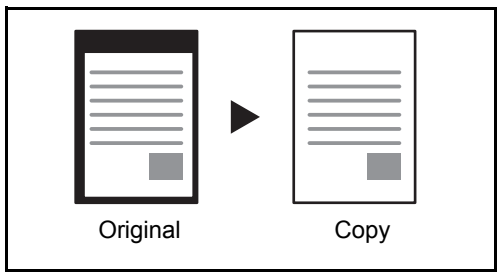
Border Erase Book

Erases black borders around the edges and in the middle of the original such as a thick book. You can specify the widths individually to erase the borders around the edges and in the center of the book.



Individual Border Erase

Specify border erase widths individually for all edges.



In each option, the available ranges are as below.

Specifications	Border Erase Range
Inch Models	0 to 2"(in 0.01" increments)
Metric Models	0 mm to 50 mm (in 1 mm increments)

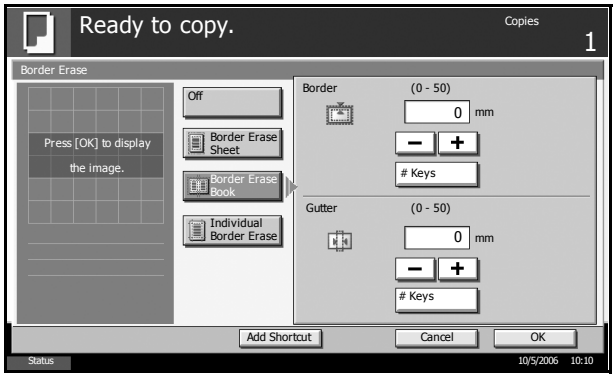
NOTE: To specify the default width value of Border Erase, refer to *Border Erase Default on page 6-27* for details.

1 Press the **Copy** key.

2 Press [Layout/Edit] and then [Border Erase].

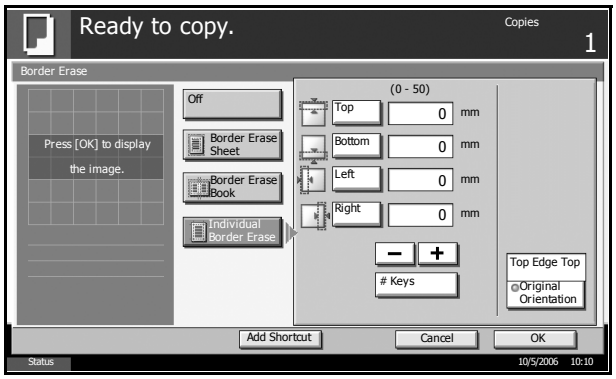
3 Press [Border Erase Sheet] or [Border Erase Book] to select the border erase of the book border erase.

Use [+] or [–] to enter the width in *Border* or *Gutter*. Press [# Keys] to use the numeric keys for entry.



Press [Individual Border Erase] to select the individual border erase.

Use [+] or [–] to enter the width in *Top*, *Bottom*, *Left* or *Right*. Press [# Keys] to use the numeric keys for entry.



Press [Original Orientation] to select the original orientation from either [Top Edge Top] or [Top Edge Left]. Then press [OK].

4 Press [OK].

5 Press the **Start** key to start copying.

Booklet from Sheets

Delivers booklet of two-sided copies with facing pages from one-sided or two-sided originals. Booklet, such as a magazine, is available by folding at the center.

You can copy the cover page onto colored paper or thick paper. Paper for the cover is supplied from the Multi Purpose tray. To feed the cover paper from the cassette, refer to *Paper Source for Cover on page 6-14*.

The supported original and paper sizes are as follows.

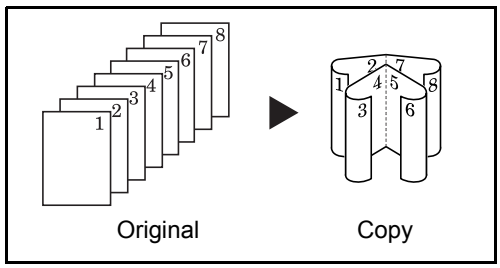
Type of Original	Center Binding And Folding Option*	Original Size	Paper Size
One-sided original, Two-sided original	Not available	All**	A3, B4, A4, A4-R, B5, B5-R, Ledger, Legal, Letter and Letter-R
	Available	All**	A3, B4, A4-R, Ledger, Legal and Letter-R
Book original	Not available	A3, B4, A4-R, B5-R, A5-R, Ledger, Letter-R and 8K	A3, B4, A4, A4-R, B5, B5-R, Ledger, Legal, Letter and Letter-R
	Available	A3, B4, A4-R, B5-R, A5-R, Ledger and Letter-R	A3, B4, A4-R, Ledger, Legal, and Letter-R

* Capability of stapling finished copies in the center and automatically folding them in the center. Optional 3000 Sheet Document Finisher and the center folding unit are required.

** Except for custom sized originals.

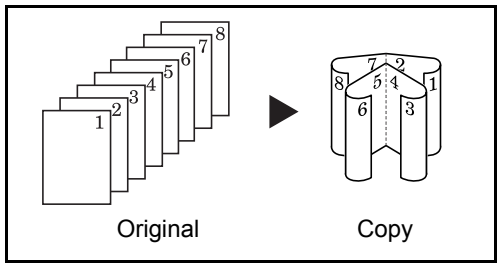
For binding on the left side

The folded copies can be read from left to right.



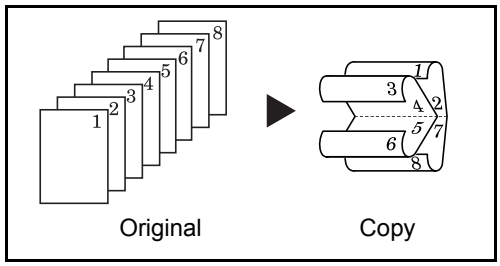
For binding on the right side

The folded copies can be read from right to left.



For top binding

The folded copies can be read from top to bottom.



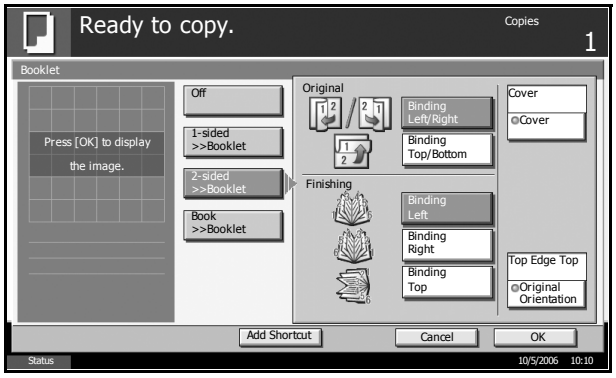
1 Press the **Copy** key.

2 Press [Layout/Edit] and then [Booklet].

3 Select [1-sided >> Booklet] to produce booklet from one-sided originals.

Select [2-sided >> Booklet] to produce booklet from two-sided originals.

Select [Book >> Booklet] to produce booklet from book originals.



4 If you choose [2-sided >> Booklet] or [Book >> Booklet], select desired binding orientation of Original.

5 Select desired binding orientation of Finishing.

6 If you choose [1-sided >> Booklet] or [2-sided >> Booklet], you can add the cover. Press [Cover] and select *Cover*. Press [OK].

7 If the optional 3000 Sheet Document Finisher and the center folding unit are equipped, [Bind and Fold]* can be selected. Press [Saddle Stitch] and select [Bind and Fold]. Press [OK]. Up to 16 sheets (64 pages) can be accomplished with center margin stapling and center folding.

* Capability of stapling finished copies in the center and automatically folding them in the center.

8 Press [Original Orientation] to choose orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].

9 Press [OK].

10 Place the originals in the document processor or on the platen and press the **Start** key.

NOTE: When using the platen, be sure to place the original in page order.

If the original is placed on the platen, replace the original and press the **Start** key.

After scanning all originals, press [Scan Finish] to start copying.

Duplex

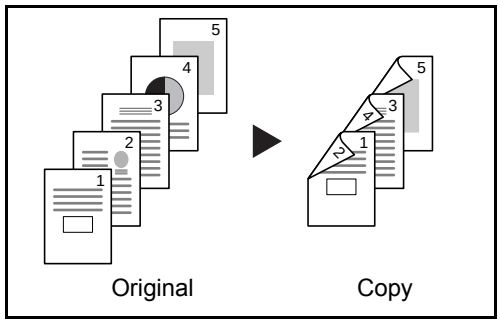
Use Duplex to create two-sided copies.

You can also create single-sided copies from two-sided originals or originals with facing pages such as books. The following modes are available.

CAUTION: To scan 2-sided originals in color using the optional document processor, extension of the memory in the machine is required. Call service.

One-sided to Two-sided

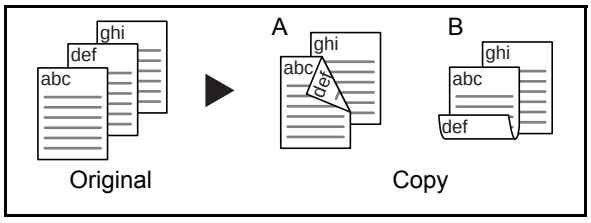
Produces two-sided copies from one-sided originals. In case the originals are in odd number, the back side of the last copy will be blank.



The following binding options are available.

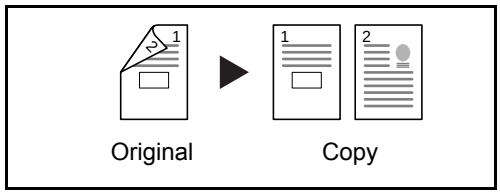
A Original Left/Right Binding >> Copy Left/Right Binding: Images are copied onto the back side without being rotated.

B Original Left/Right Binding >> Copy Top Binding: Images are copied onto the back side after being rotated 180°. When copies are bound on top, the facing pages look in the same orientation.



Two-sided to One-sided

Copies each side of a two-sided original onto two individual sheets. Optional document processor is required.



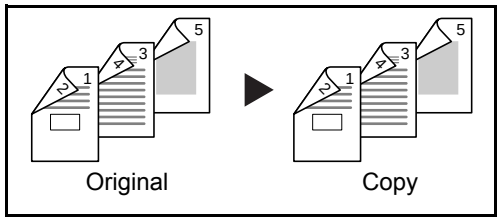
The following binding options are available.

Left/Right Binding: Images are copied onto the back side without being rotated.

Top Binding: Images are copied onto the back side after being rotated 180°.

Two-sided to Two-sided

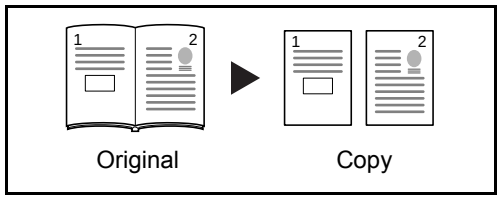
Produces two-sided copies from two-sided originals. Optional document processor is required.



NOTE: The paper sizes supported in Two-sided to Two-sided mode are Ledger, Legal, Letter, Letter-R, Statement, Oficio II, 8.5×13.5", A3, B4, A4, A4-R, B5, B5-R, A5-R and Folio.

Book to One-sided

Copies each page of originals with facing pages onto two individual sheets.



The following binding options are available.

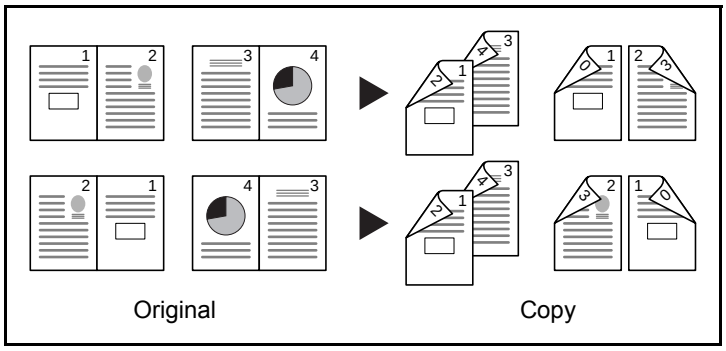
Left Binding: Originals with facing pages are copied from left to right.

Right Binding: Originals with facing pages are copied from right to left.

NOTE: The following sizes of originals and paper are supported in Book to One-sided mode. Original: Ledger, Letter-R, A3, B4, A4-R, B5-R, A5-R and 8K. Paper: Letter, A4, B5 and 16K. When you select the paper size, change the zoom level to match that size.

Book to Two-sided

Produces two-sided copies from originals with facing pages.

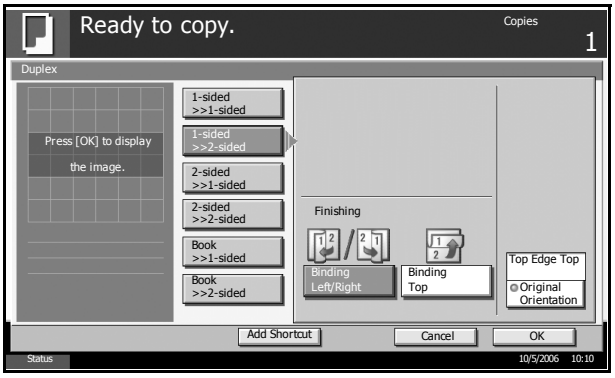


NOTE: The sizes of originals supported in Book to Two-sided mode are Ledger, Letter-R, A3, B4, A4-R, B5-R, A5-R and 8K.

1 Press the **Copy** key.

2 Press [Layout/Edit] and then [Duplex].

3 Select the desired Duplex mode.



4 If you choose [2 sided >> 2 sided], [2 sided >> 1 sided], [Book >> 1 sided] or [Book >> 2 sided], select the binding edge of the originals of Original.

5 If you choose [1 sided >> 2 sided], [2 sided >> 2 sided] or [Book >> 2 sided], select the binding edge of the finished copies of Finishing.

6 Press [Original Orientation] to select orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].

7 Press [OK].

8 Place the originals in the document processor or on the platen and press the **Start** key.

If the original is placed on the platen, replace the original and press the **Start** key.

After scanning all originals, press [Scan Finish] to start copying.

Cover Mode

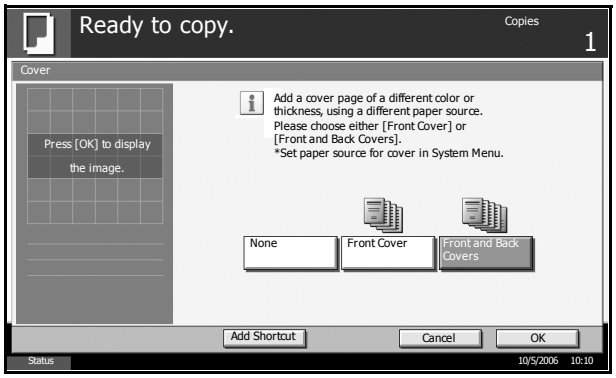
Add a cover to the finished copies. Copy the first page and/or the last page onto colored paper or thick paper fed from the different paper source than the regular one. The following two options are available.

Type of Cover	Description
Front Cover	First page of the originals is copied on a different paper.
Front and Back Covers	First page and last page of the originals are copied on different paper.

1 Press the **Copy** key.

2 Press [Layout/Edit] and then [Cover].

3 Press [Front Cover] or [Front and Back Covers].



4 Press [OK].

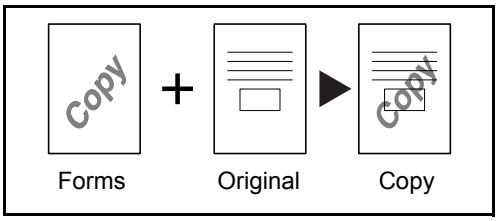
5 Press the **Start** key.

If the original is placed on the platen, place the next original and press the **Start** key.

After scanning all originals, press [Scan Finish] to start copying.

Form Overlay

Copy the original images onto the form. Once you scan and register the form, the form is overlaid onto the original. You can also use a form that is already registered in the machine's memory.



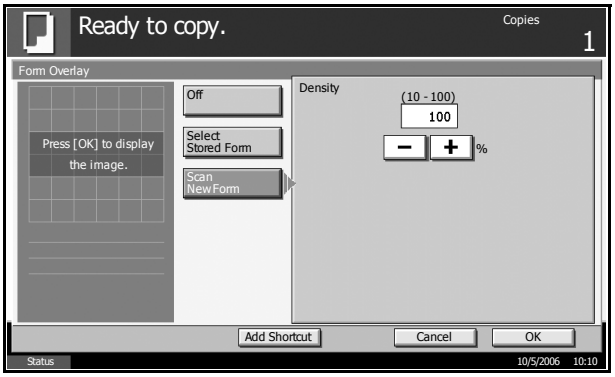
NOTE: To register a form in advance, refer to *Image Overlay Form (Copy) Box on page 4-22* for details.

Follow the steps as below for form overlay.

1. Press the **Copy** key.

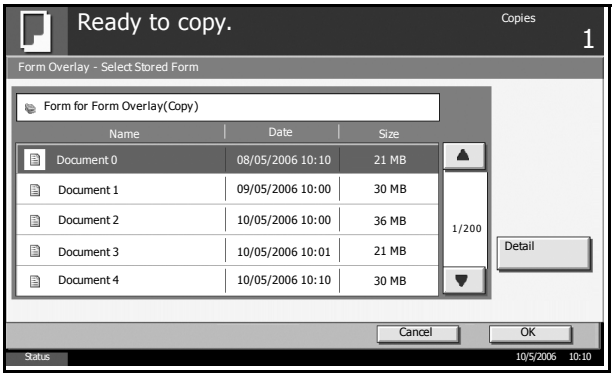
2. Press [Layout/Edit] and then [Form Overlay].

3. Press [Scan New Form] to use the first page of originals as a form.



NOTE: Press [+] or [–] in [Density] to adjust the density of the form. Choose from ten levels in 10% increments.

To use the forms already registered, press [Select Stored Form]. Press [Select Form] to view the form list. Select the desired form from the list and press [OK].



NOTE: Press [Detail] to view the selected form data.

4 Press [OK].

5 Place the originals.

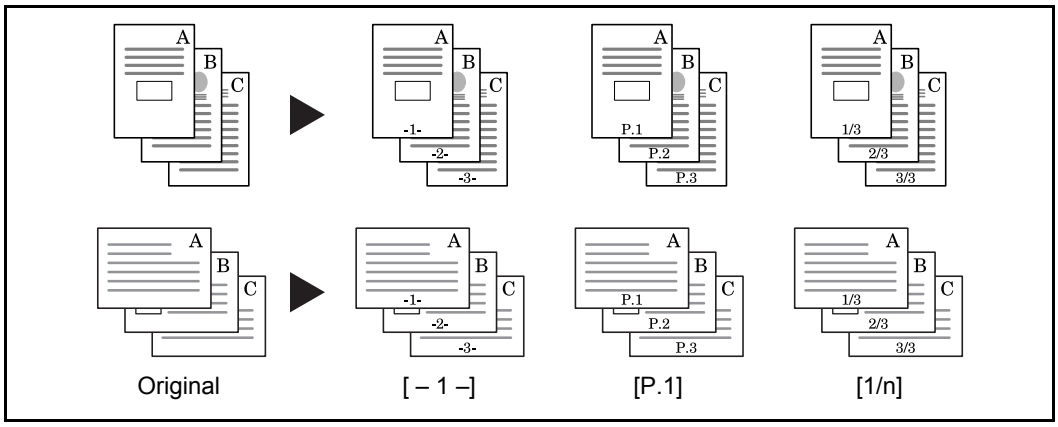
Place the original for the form on top of the other originals. When using the optional document processor, the first page of the originals should be placed on the top.

6 Press the **Start** key.

Page Numbering

Number multiple pages of originals in sequential order. The formats for numbering include [- 1 -], [P.1] or [1/n]. The format [1/n] prints the total number of pages in the place of *n*.

The page number is centered at the bottom of the page.

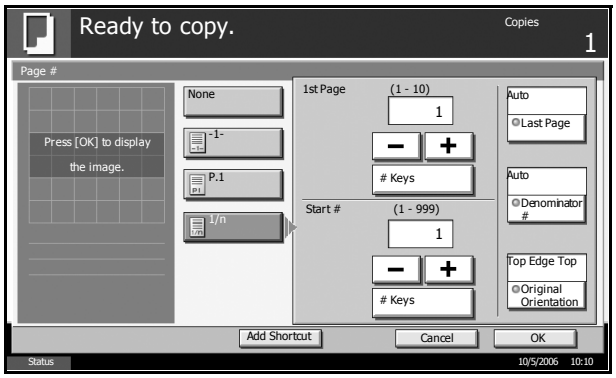


1. Place the originals in the document processor or on the platen with the top edge facing either the rear or the left side of the machine.

2. Press the **Copy** key.

3. Press [Layout/Edit] and then [Page #].

4. Select the numbering format from [- 1 -], [P.1] or [1/n].



5. To start page numbering from a page other than the first page, press [+] or [–] of 1st Page and select the starting page. You can also enter the number with the numeric keys after pressing [# Keys].

6. To start the numbering with a number other than 1, press [+] or [–] of Start Number and enter the starting number. You can also enter the number with the numeric keys after pressing [# Keys].

7. To specify the page to end numbering, press [Last Page] and select [Manual]. Press [+] or [–] to enter the ending page and press [OK]. You can also enter the number with the numeric keys after pressing [# Keys].

8 The total number of pages *n* in the format [1/n] can be changed manually. Press [Denominatior #] and select [Manual]. Press [+] or [–] to enter the total number of pages and press [OK]. You can also enter the number with the numeric keys after pressing [# Keys].

9 Press [Original Orientation] to choose orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Press [OK]

10 Press [OK].

11 Press the **Start** key.

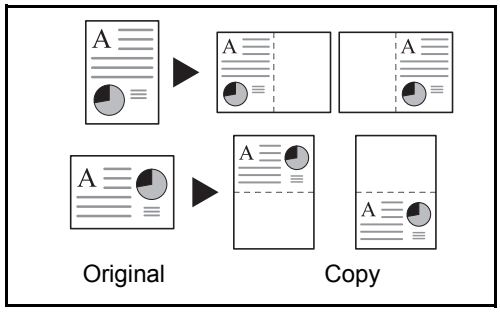
Memo Mode

Delivers copies with a space for adding notes. You can also copy two originals onto the same sheet with a space or add lines to indicate page boundaries.

NOTE: Memo mode is available for the copy paper sizes of Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Statement-R, A3, B4, Folio, A4, A4-R, B5, B5-R, A5-R, 8K, 16K and 16K-R.

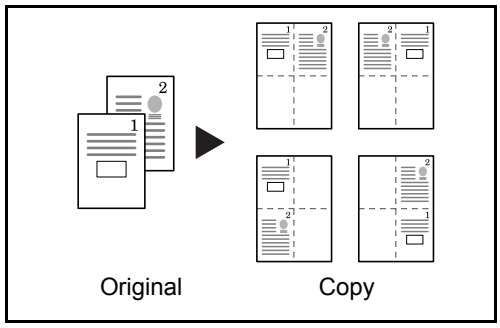
Layout A

Reduces images of each original page for printing onto half of a page, leaving the other half blank for notes.



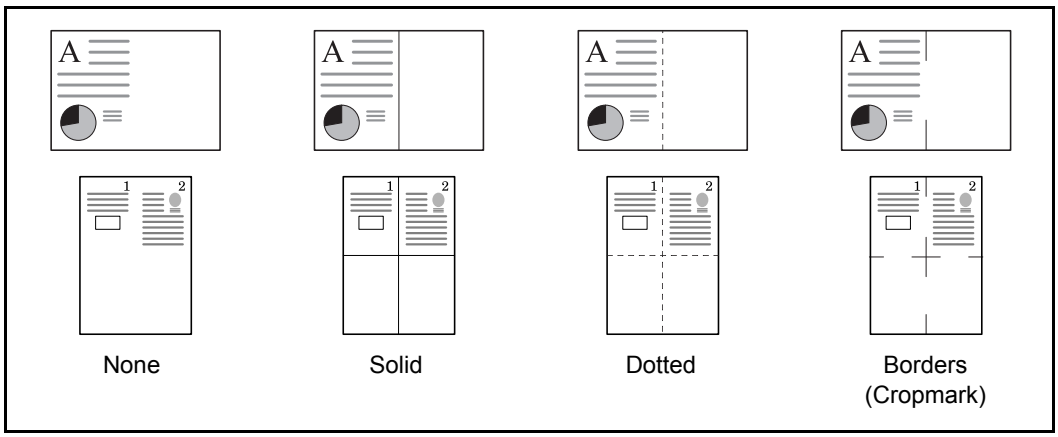
Layout B

Reduces images of two original pages for copying onto half of a single page, leaving the other half blank for notes.

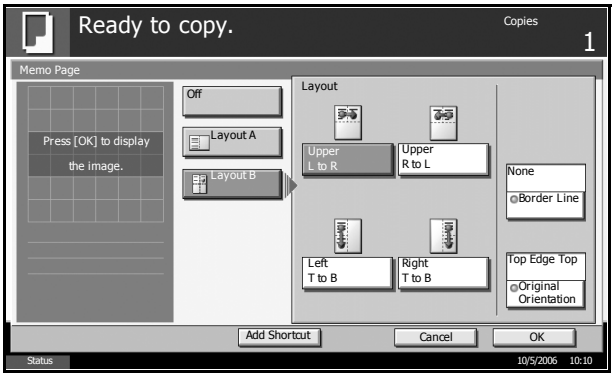


Types of Page Boundary Lines

The following boundary lines are available.



1. Press the **Copy** key.
2. Press [Layout/Edit] and then [Memo Page].
3. Press [Layout A] or [Layout B]. Select the page layout from *Layout*.



4. Press [Border Line] to select the page boundary line. Press [OK].
5. Press [Original Orientation] to select orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Press [OK].
6. Press [OK].
7. Press the **Start** key.

Density Adjustment

Copy density is adjustable.

Mode	Description
Manual	Density is adjustable to either 7 or 13 different levels.
Auto	Optimum density is selected depending on density of original.

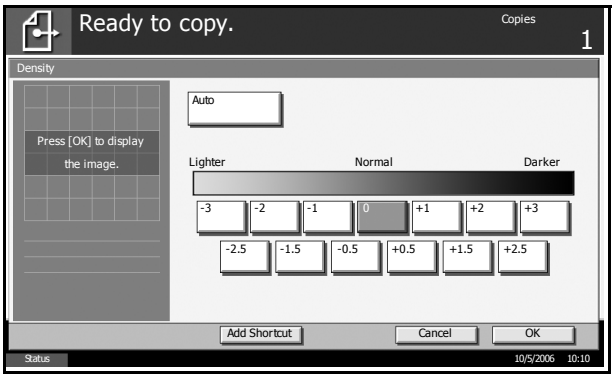
NOTE: You may choose Auto mode as the default setting (refer to *Density on page 6-25*).

Follow the steps as below for density adjustment.

1. Press the **Copy** key.
2. Press [Image Quality] and then [Density].
3. To adjust density manually, press [-3] - [+3] (Lighter -Darker).

   You can change the density level [-3] - [+3] (Lighter - Darker) by half a step.

   To change density automatically, press [Auto].



4. Press [OK].
5. Press the **Start** key to start copying.

Selection of Image Quality

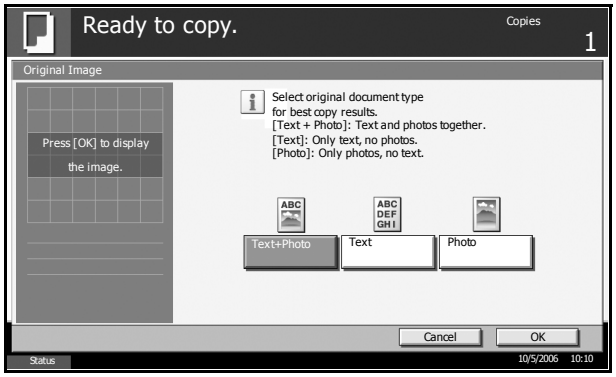
Select the image quality to suit the type of original.

Image Quality Mode	Description
Text+Photo	For originals with both text and photographs.
Text	For originals primarily consisting of text.
Photo	For originals primarily consisting of photographs.

1 Press the **Copy** key.

2 Press [Image Quality] and then [Original Image].

3 Select the image quality.



4 Press [OK].

5 Press the **Start** key to start copying.

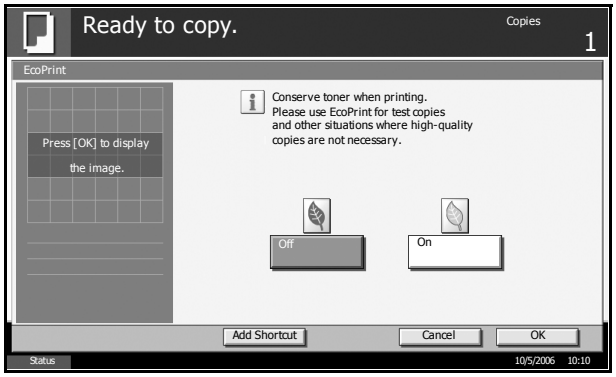
EcoPrint

Use EcoPrint to save toner when printing. Use this function for test copies or any other occasion where high quality print is unnecessary.

1 Press the **Copy** key.

2 Press [Image Quality] and then [EcoPrint].

3 Press [On].



4 Press [OK].

5 Press the **Start** key to start copying.

Continuous Scan

When a large number of originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then copied as one job. With this function, originals are scanned until you press [Scan Finish].

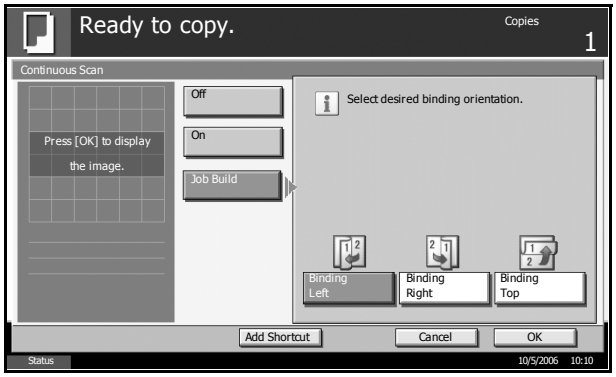
Any of the following settings can be changed during scanning.

- Original size selection
- Original orientation
- Image quality selection
- Type of original (2-sided/book original)
- Zoom
- Border erase
- Density

If you use Job Build, you can insert a blank paper during scanning or a blank page during duplex copying.

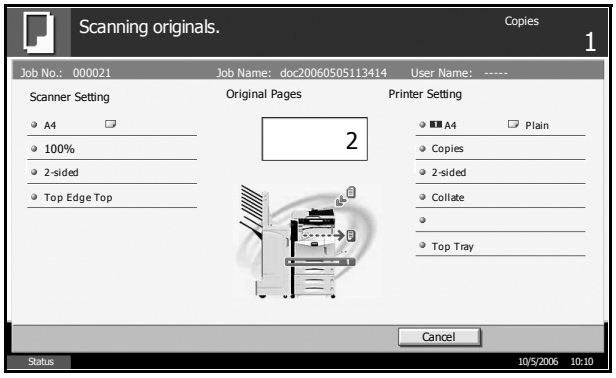
1. Press the **Copy** key.
2. Press [Advanced Setup] and then [Continuous Scan].
3. If Continuous Scan is selected, press [On].

   If Job Build is selected, press [Job Build] and select desired binding orientation.

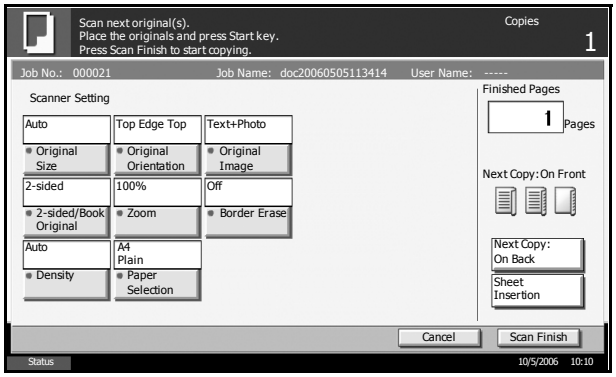


4. Press [OK].

5 Place the originals in the document processor or on the platen and press the **Start** key.



If [Job Build] is selected, the next page can be changed. Press [Sheet Insertion] to insert a blank paper. Press [Next Copy: On Back] in duplex copying to print the next page on back page.



6 Place the next original and press the **Start** key. Repeat these steps to scan the remaining originals.

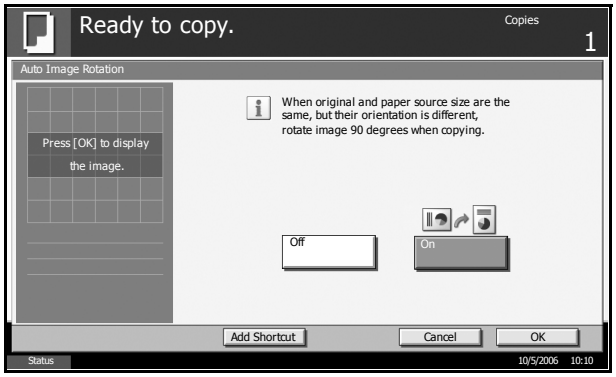
After scanning all originals, press [Scan Finish] to start copying.

Auto Image Rotation

Automatically rotates the image when the sizes of the original and the loaded paper matches but the orientations are different. The images will be rotated 90° counter-clockwise prior to copying.

NOTE: To set Auto Image Rotation as the default mode, refer to *Auto Image Rotation on page 6-29*.

1. Press the **Copy** key.
2. Press [Advanced Setup] and then [Auto Image Rotation].
3. Press [On] to select Auto Image Rotation.

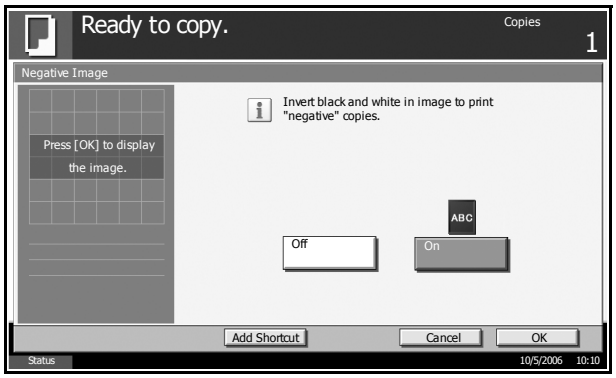


4. Press [OK].
5. Press the **Start** key to start copying.

Negative Image

Inverts black and white portions of the image for printing.

1. Press the **Copy** key.
2. Press [Advanced Setup] and then [Negative Image].
3. Press [On] to select Negative Image.



4. Press [OK].
5. Press the **Start** key to start copying.

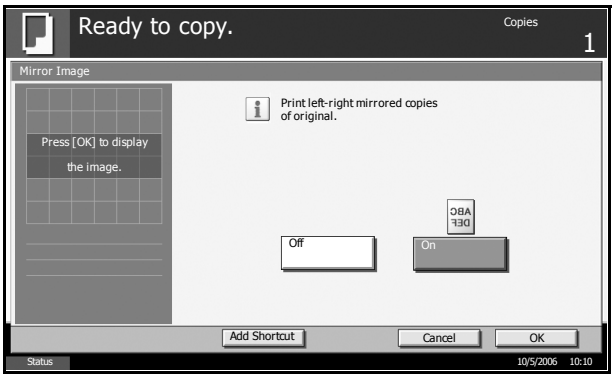
Mirror Image

Copies the mirrored images of the original.

1 Press the **Copy** key.

2 Press [Advanced Setup] and then [Mirror Image].

3 Press [On] to select Mirror Image.



4 Press [OK].

5 Press the **Start** key to start copying.

Job Finish Notice

Sends a notice by E-mail when a copy job is complete. User is notified of the completion of a copy job while working at a remote desk, saving the time spent waiting for the finish of copying beside the machine.

NOTE: PC should be configured in advance so that E-mail can be used.

Example of Job Finish Notice

To:	h_pttr@owl-net.net
Subject:	1234 Job end report mail

Job No.:	0002
Result:	OK
End Time:	Wed 27 Apr 2005 14:56:08
File Name:	doc27042005145608
Job Type:	Copy

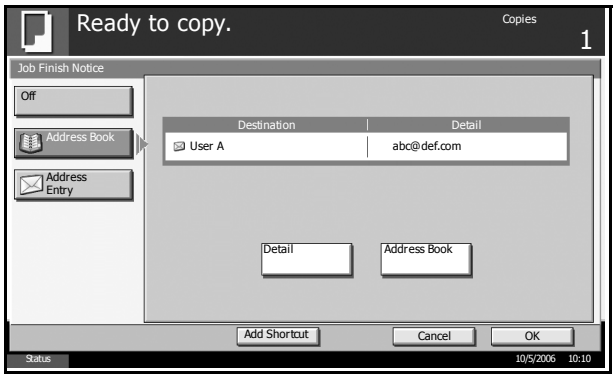
1234
[00:c0:ee:d0:01:14]

---

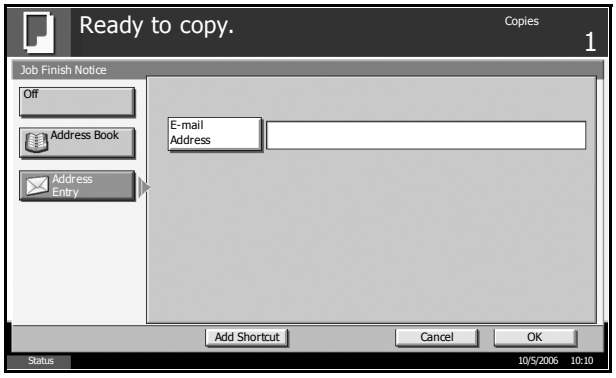
1 Press the **Copy** key.

2 Press [Advanced Setup] and then [Job Finish Notice].

3 Press [Address Book] to select the notification address from the address book. Press [Address Book], select desired E-mail address and press [OK]. Press [Detail] to view the data of the selected destination.



To directly enter the E-mail address, press [Address Entry]. Press [E-mail Address], enter the address and press [OK].



4 Press [OK].

5 Press the **Start** key to start copying. Upon completion of the job, an E-mail notice is sent to the selected destination.

File Name

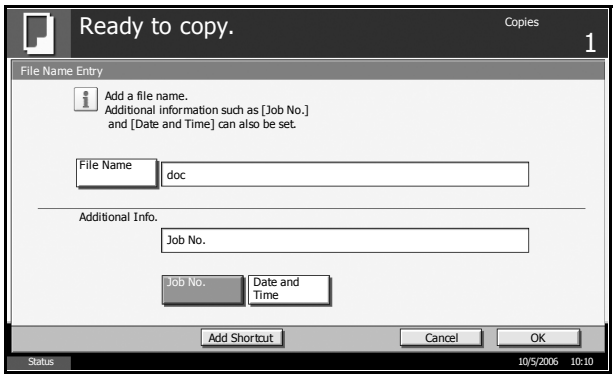
Names a copy job. Add other information such as date and time or job number as necessary. Check a job history or job status using the job name, date and time, or job number specified here.

1 Press the **Copy** key.

2 Press [Advanced Setup] and then [File Name Entry].

3 Press [File Name], enter the name for a copy job, and press [OK].

To add date and time, press [Date and Time]. To add job number, [Job No.]. Added information is displayed in Additional Info.



4 Press [OK].

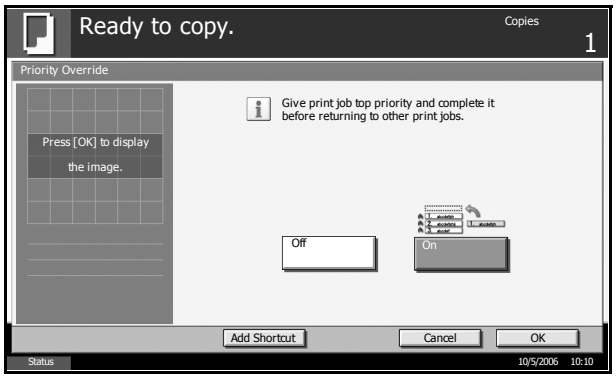
5 Press the **Start** key to start copying.

Priority Override

Suspends a current job and gives the selected job a priority for copying. The suspended job resumes after Priority Override copy is finished.

NOTE: The current job that is selected as Priority Override cannot be suspended.

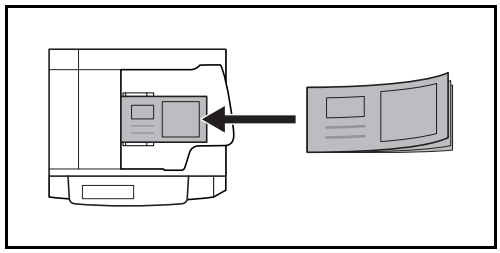
1. Press the **Copy** key.
2. Press [Advanced Setup] and then [Priority Override].
3. Press [On] to select Priority Override.



4. Press [OK].
5. Press the **Start** key. The current copy job is suspended and the copy job selected in Priority Override starts. The suspended job resumes after Priority Override copy is finished.

Multi-Page Forms

Copies multiple originals bound together as a single set, such as accounting forms. The optional document processor is required.



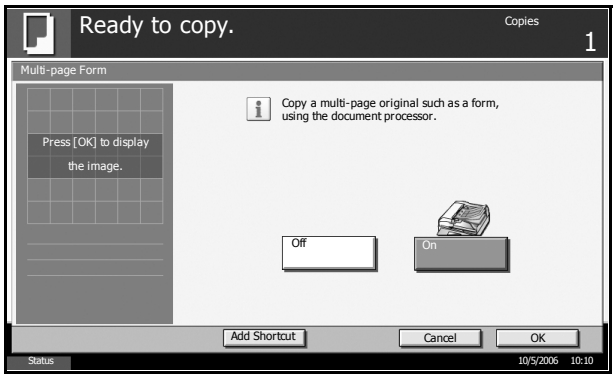
1 Place an original in the document processor.

NOTE: Place the original forms one by one in the document processor. Insert originals binding side first in the document processor.

2 Press the **Copy** key.

3 Press [Advanced Setup] and then [Multi-Page Form].

4 Press [On] to select Multi-Page Form copying.



5 Press [OK].

6 Press the **Start** key.

Repeat Copy

Enable additional copies in the desired quantity as necessary after a copy job is completed. For confidential documents, you can set up a pass code for the use of Repeat Copy. In such a case, the correct pass code must be entered when using Repeat Copy or copies will not be delivered.

NOTE: Repeat Copy job is cleared when the main power switch is turned off.

Repeat Copy is not available when the machine is equipped with the optional security kit.

Repeat Copy cannot be used when the maximum number of Repeat Copy jobs to retain in the document box is set to zero (refer to *Maximum Number of Repeat Copy Jobs on page 1-56*).

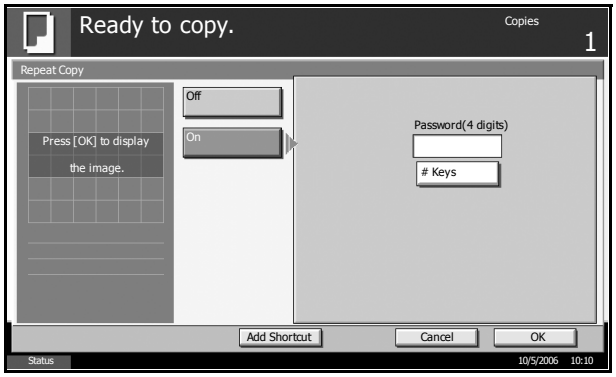
You can select Repeat Copy as default setting. Refer to *Repeat Copying on page 6-34*.

Giving a file name to a copy job will facilitate identification of the data when copying (refer to *File Name on page 1-52*).

Selecting Repeat Copy

1. Press the **Copy** key.
2. Press [Advanced Setup] and then [Repeat Copy].
3. Press [On].

   For confidential jobs, press [# Keys] and enter the pass code.



NOTE: Enter a 4-digits pass code.

If you forget the pass code, Repeat Copy will be unavailable. Take note if necessary.

4. Press [OK].

5 Place the originals in the document processor or on the platen. Press the **Start** key to start copying and register this job as a Repeat Copy job.

Outputting Repeat Copy Jobs

The Repeat Copy jobs are stored in the document box. Refer to *Job Box on page 4-2* to print out the Repeat Copy jobs.

Maximum Number of Repeat Copy Jobs

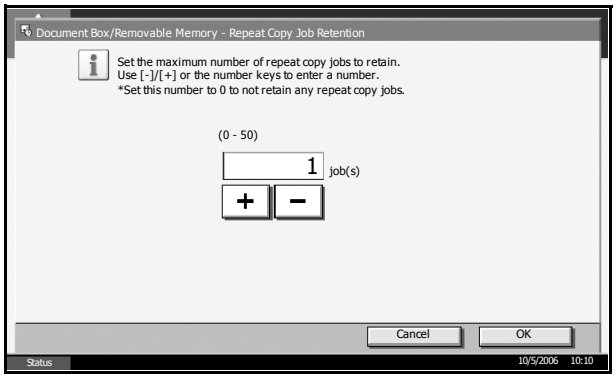
You can change the maximum number of Repeat Copy jobs to retain in the document box.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory] and then [Next] of *Job Box*.

3 Press [Change] of *Repeat Copy Job Retention*.

4 Press [+] or [–] to enter the number of Repeat Copy jobs to retain.


Document Box/Removable Memory - Repeat Copy Job Retention
Set the maximum number of repeat copy jobs to retain.
Use [-]/[+] or the number keys to enter a number.
*Set this number to 0 to not retain any repeat copy jobs.
(0 - 50)
1
job(s)
+
–
Cancel
OK
Status
10/5/2006 10:10

5 Press [OK].

6 When exiting, press the **Reset** key repeatedly to return to the System Menu default screen.

Programmed Copying

After registering sets of frequently used functions as a single program, you can simply press the program number as needed to recall those functions. You can also name the programs for easy identification in recalling.

NOTE: Sending operation can be registered in the program as well. Up to 50 functions combining copying and sending can be registered in the program (refer to *page 4-5*).

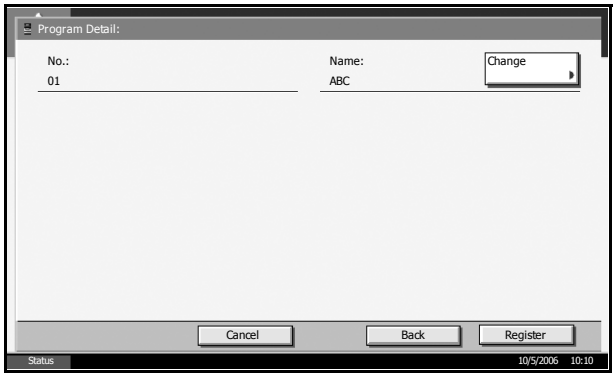
Program registration is only allowed for administrator when user authentication is required.

Registering Programs

1. Press the **Program** key while the copy mode is accessed.
2. Press [Register] and press a number (1 to 50) for the program number.

NOTE: If you select the program number already registered, the currently registered functions can be replaced with the new sets of functions.

3. Check that [Copy] is selected, and press [Next].
4. To rename the program, press [Change] of *Name*. Enter the new program name and press [OK].

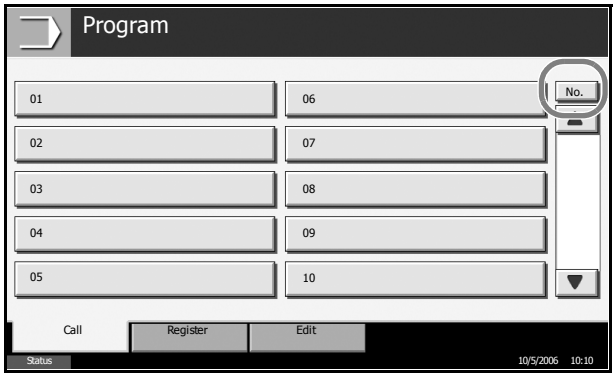


5. Press [Register] to register the program.

Recalling Programs

1. Press the **Program** key.

2 Press [Call] and press the key corresponding to the program number (1 to 50) to recall. Press [No.] to enter the program number directly for recalling.



NOTE: If the program cannot be recalled, the document box or the form overlay specified in the program might have been deleted. Check the document box.

3 Place the originals and press the **Start** key. Copying is performed according to the registered program.

Editing and Deleting Programs

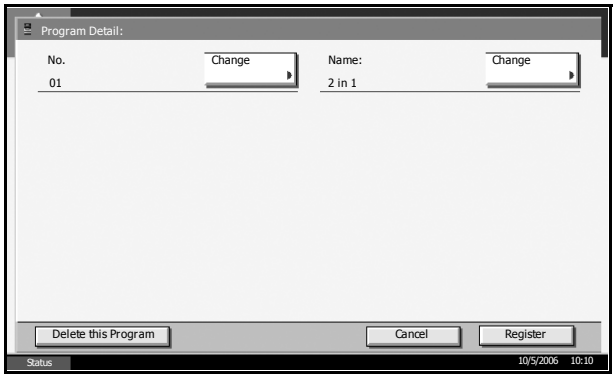
You can change program number and program name, or delete program.

1 Press the **Program** key.

2 Press [Edit] and press the key(s) corresponding to the program number (1 to 50) to change or delete.

3 To edit, change the program number and program name using the same steps as registration and press [Register]. Choose [Yes] in the confirmation screen to change the program.

To delete the program, press [Delete this Program]. Choose [Yes] in the confirmation screen to delete the program.



Registering Shortcuts

Add shortcuts in the quick setup screen for easy access to the frequently used functions. Function name linked to the registered shortcut can be changed as necessary. Up to 6 shortcuts can be registered.

Adding Shortcuts

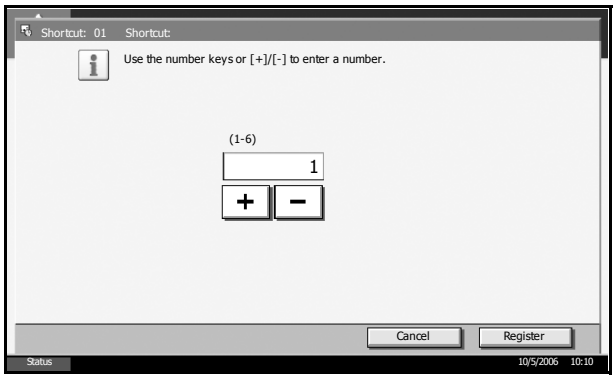
Shortcut registration is performed in the setup screen of each function. Any function which shows [Add Shortcut] can be registered as shortcut.

1 After making the desired settings in the setup screen of each function, press [Add Shortcut].

2 Press the keys corresponding to the shortcut number (01 to 06) to register.

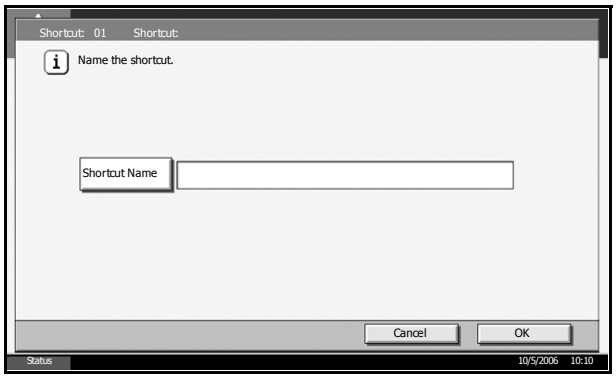
NOTE: If you select the shortcut number already registered, the currently registered shortcut can be replaced with the new one.

3 To change the shortcut number, press [Change] of *Shortcut No*. Press [+] or [–] to change the shortcut number and press [OK].



To rename the shortcut, press [Change] of *Shortcut Name*. Press [Shortcut Name], enter the new name and press [OK].

Check that the entry is correct and press [OK].



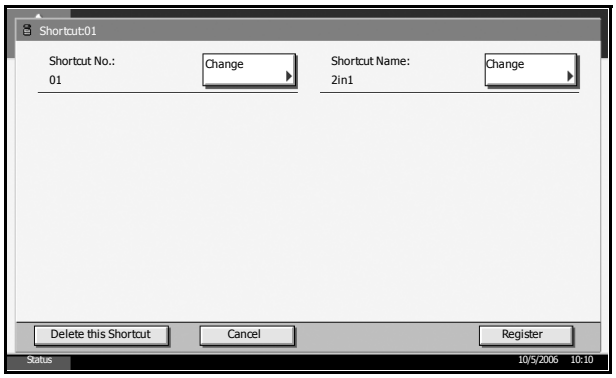
4 Press [Register] to add the shortcut. Press [Close].

Editing and Deleting Shortcuts

Follow the steps as below to change shortcut number/name or delete shortcut.

1. In the setup screen of each function, press [Add Shortcut] in the bottom of the screen.
2. Press [Edit] and press the keys corresponding to the shortcut number (01 to 06) to change or delete.
3. To edit, change the shortcut number and shortcut name using the same steps as registration and press [Register]. Choose [Yes] in the confirmation screen to change the shortcut.

To delete the shortcut, press [Delete this Shortcut]. Choose [Yes] in the confirmation screen to delete the shortcut.



2 Sending Functions

This chapter explains the functions available for sending originals.

- Original Size Selection 2-2
- Sending Size Selection 2-4
- Zoom 2-6
- Centering 2-7
- Mixed Sized Originals 2-8
- 1-sided/2-sided Selection 2-11
- Original Orientation 2-12
- File Format 2-14
- PDF Encryption Functions 2-15
- File Separation 2-18
- Image Quality 2-19
- Scan Density 2-20
- Scan Resolution 2-21
- Sharpness 2-22
- Background Density Adjustment 2-23
- Color / Grayscale / Monochrome Selection 2-24
- Multi-page Form 2-25
- Continuous Scan 2-26
- Border Erase 2-27
- Enter Document Name/File Name 2-30
- Enter E-mail Subject and Body 2-31
- Finish Notice 2-32

Original Size Selection

Select the size of originals that will serve as the basis for scanning. Be sure to select the original size when using originals of nonstandard sizes.

Choose the original size from the following groups of original size.

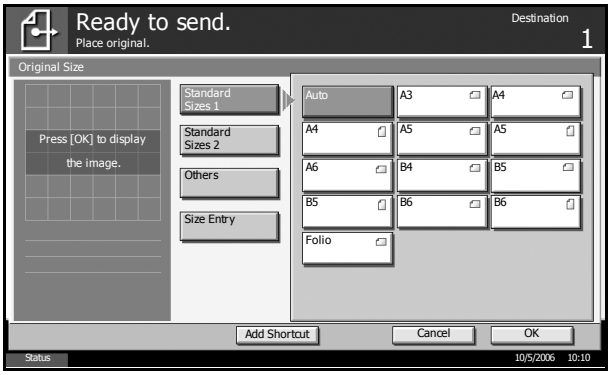
Item	Detail	Size
Standard sizes 1	Select from automatic detection and standard sizes.	Inch models: Auto, Ledger, Legal, Letter, Letter-R, Statement, Statement-R, 8.5×13.5", Oficio II-R, 11x15"
		Metric models: Auto, A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio
Standard Sizes 2	Select from standard sizes except Standard Sizes 1 .	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio, 8K, 16 K, 16K-R
		Metric models: Ledger, Legal, Letter, Letter-R, Statement, Statement-R, 8.5×13.5", Oficio II-R, 11x15", 8K, 16K, 16K-R
Others	Select from Envelope, Hagaki, and Custom Original Size *.	Hagaki, Oufuku Hagaki, Custom 1 to 4
Size Entry	Enter the size that is not indicated in Standard Sizes 1 and 2.	Inch models Horizontal: 2 to 17" (in 0.01" increments), Vertical: 2 to 11.69" (in 0.01" increments)
		Metric models Horizontal: 50 to 432 mm (in 1 mm increments), Vertical: 50 to 297 mm (in 1 mm increments)

* Regarding the setting method of Custom Original Size (Custom 1 to 4), refer to *Custom Original Size Setup on page 6-5*.

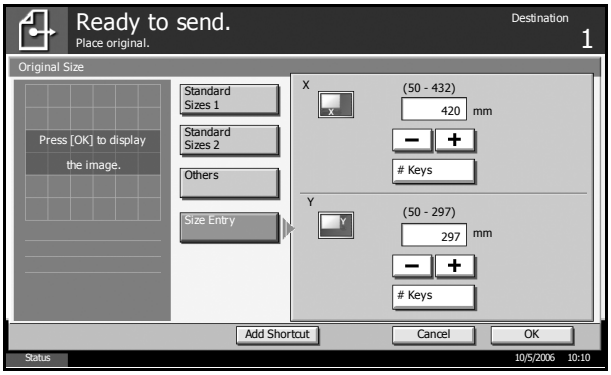
1 Press the **Send** key.

2 Press [Type of Original/Transmission] and then [Original Size].

3 Press [Standard Sizes 1], [Standard Sizes 2], [Others], or [Size Entry] to select original size.



When you have selected [Size Entry], press [+] or [-] to set the sizes of *X* (horizontal) and *Y* (vertical). By pressing [# Keys], you can use the numeric keys.



4 Press [OK].

5 Specify the destination, and press the **Start** key to start sending.

Sending Size Selection

Select the sending size (the size of image to be sent).

Item	Detail	Size
Standard Sizes 1	Select from Same as Original Size or Standard Size.	Inch models: Same as Original Size, Ledger, Legal, Letter, Statement, 8.5×13.5", Oficio II, 11x15"
		Metric models: Same as Original Size, A3, B4, A4, B5, A5, B6, A6, Folio
Standard Sizes 2	Select from standard size except Standard Sizes 1.	Inch models: A3, B4, A4, B5, A5, B6, A6, Folio, 8K, 16K
		Metric models: Ledger, Legal, Letter, Statement, 8.5×13.5", Oficio II, 11x15", 8K, 16K
Others	Select from Envelope and Hagaki.	Hagaki, Oufuku Hagaki

Relationship between Original Size, Sending Size, and Zoom

Original Size (*page 2-2*), Sending Size, and Zoom (*page 2-6*) are related to each other. Refer to the following table.

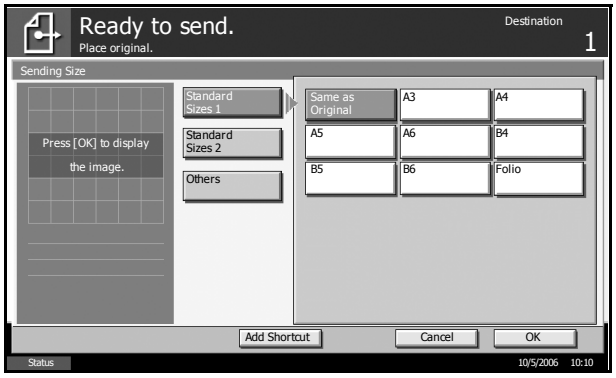
Original Size and the size you wish to send as are	the same	different
Original Size	Specify as necessary	Specify as necessary
Sending Size	Select [Same as Original Size]	Select the required size
Zoom	Select [100%] (or [Auto])	Select [Auto]

NOTE: When you select Sending Size that is different from Original Size, and select the Zoom [100%], you can send the image as the actual size (No Zoom).

1 Press the **Send** Key.

2 Press [Type of Original/Transmission] and then [Sending Size].

3 Press [Standard Sizes 1], [Standard Sizes 2], or [Others] to select the sending size.



4 Press [OK].

5 Specify the destination, and press the **Start** key to start sending.

Zoom

Scans the original by automatically zooming it depending on the sending size.

Item	Detail
100%	No Zoom (to be scanned by actual size)
Auto	Zoomed automatically according to the specified sending size.

NOTE: When zooming, select the *Sending Size Selection on page 2-4*.

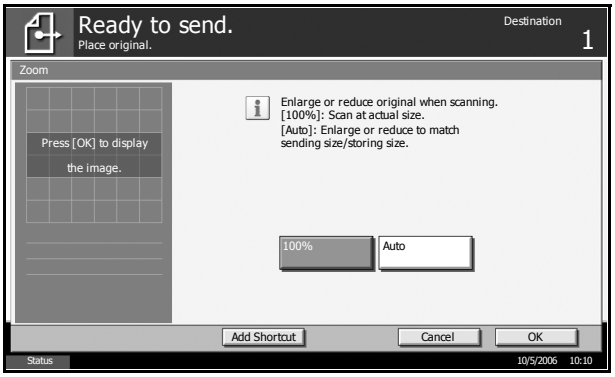
When Custom Size or Size Entry is selected for the original size, zooming cannot be conducted.

Depending on the combination of original size and sending size, the image is arranged on the edge of paper. To arrange the image in the center of Top/Bottom and Left/Right, use the centering function on the next page.

1 Press the **Send** key.

2 Press [Advanced Setup] and then [Zoom].

3 Press [100%] or [Auto].



4 Press [OK].

5 Specify the destination, and press the **Start** key to start sending.

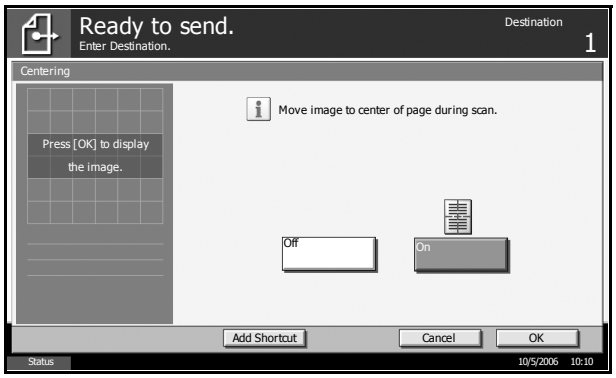
Centering

When you have scanned the original after specifying the original size and sending size, depending on the sizes, the margin is created at the bottom, or either left or right side of paper. By using the centering, the image is arranged as the margin to be equally created at all the Top/Bottom and Left/Right.

1 Press the **Send** key.

2 Press [Advanced Setup] and then [Centering].

3 Press [On]. Centering is conducted.



4 Press [OK].

5 Specify the destination, and press the **Start** key to start sending.

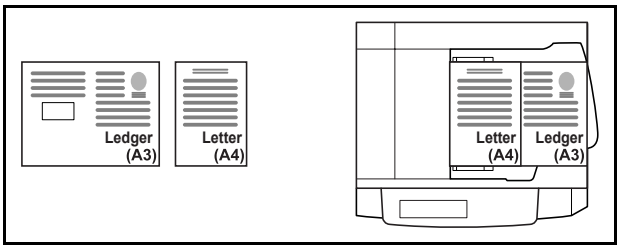
Mixed Sized Originals

Using the optional document processor, the originals of different sizes can be placed in a batch and sent. In this operation, up to 30 originals of different sizes can be placed in the document processor at the same time.

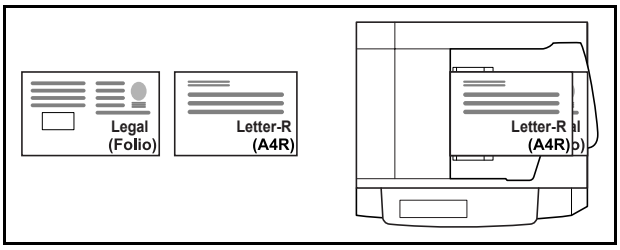
Original of the Same Width

When the original width is the same, the combinations of originals that can be placed are as follows.

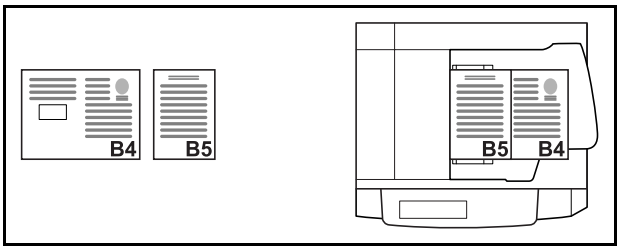
- Ledger and Letter (A3 and A4)



- Legal and Letter-R (Folio and A4-R)



- B4 and B5

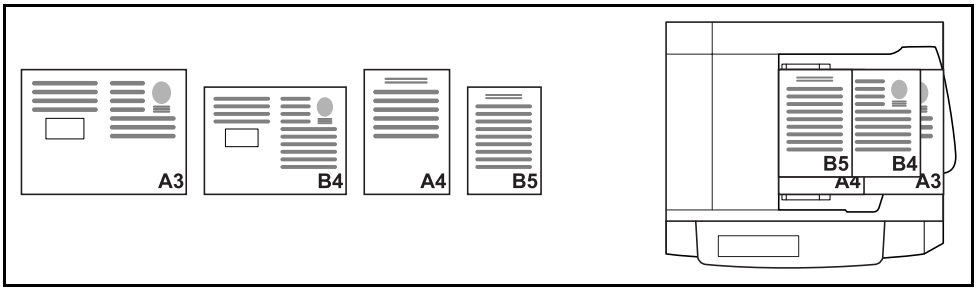


When the original width is different

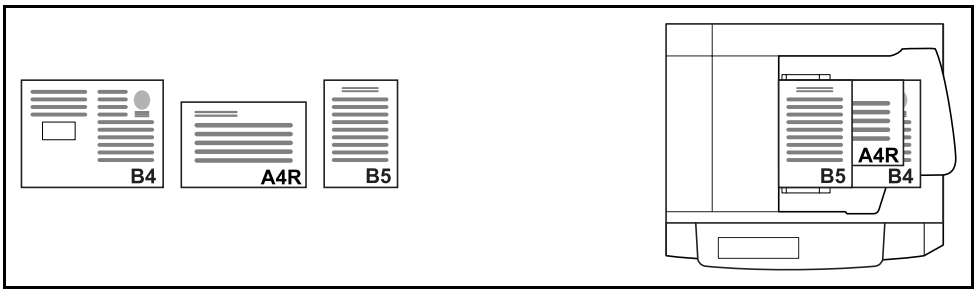
The combinations of originals of different sizes that can be placed together are as follows.

NOTE: You can only use metric models.

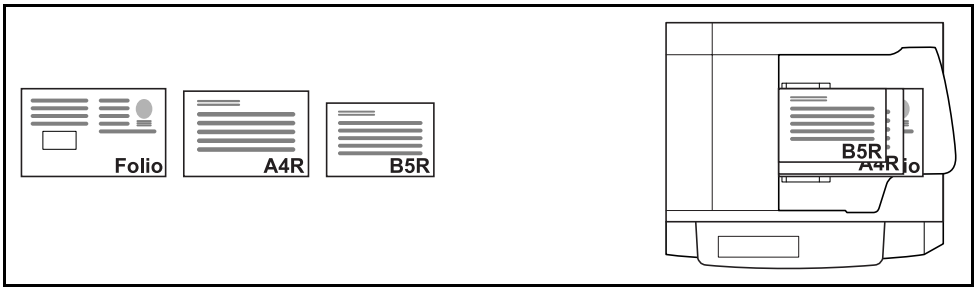
- A3, B4, A4, B5



- B4, A4-R, B5



- Folio, A4-R, B5-R



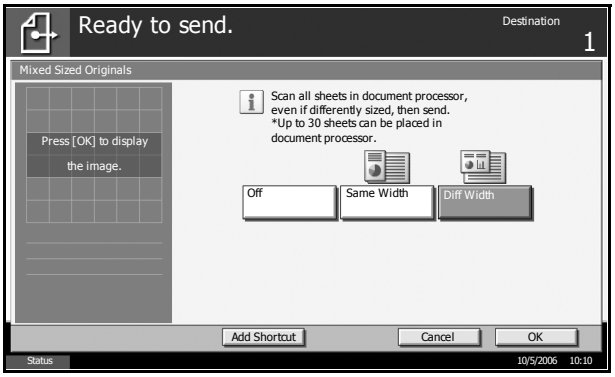
1 Place the original into the document processor.

IMPORTANT: When you place originals of different width, place the top edge of originals to align with the width guide at the backside. If the originals are placed unevenly, they may not be scanned correctly.

2 Press the **Send** key.

3 Press [Type of Original/Transmission] and then [Mixed Sized Originals].

4 Select the combination of originals from [Same Width] and [Diff Width].



5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

1-sided/2-sided Selection

Select the type and binding of original depending on the original.

Original	Type	Binding
1-sided Sheet Original	1-sided	—
2-sided Sheet Original	2-sided*	Binding Left/Right, Binding Top
Open Book Original such as magazine and book	Book	Binding Left, Binding Right

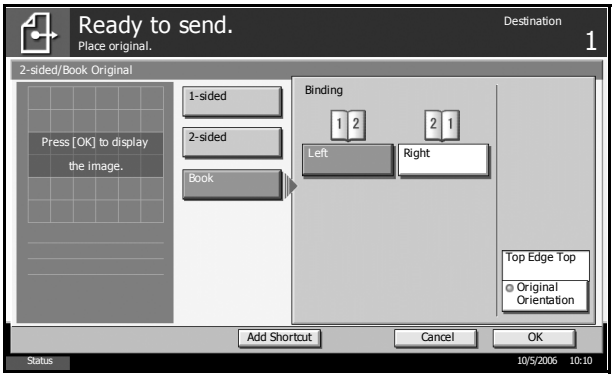
* Only when the optional document processor is used.

NOTE: To scan colored 2-sided originals using the optional document processor, you need to add memory to the machine. Contact to your service representative.

1 Press the **Send** key.

2 Press [Type of Original/Transmission] and then [2-sided/Book Original]

3 Press [1-sided], [2-sided], or [Book].



4 When you select [2-sided] or [Book], also select the binding and the setting orientation of original.

5 Press [OK].

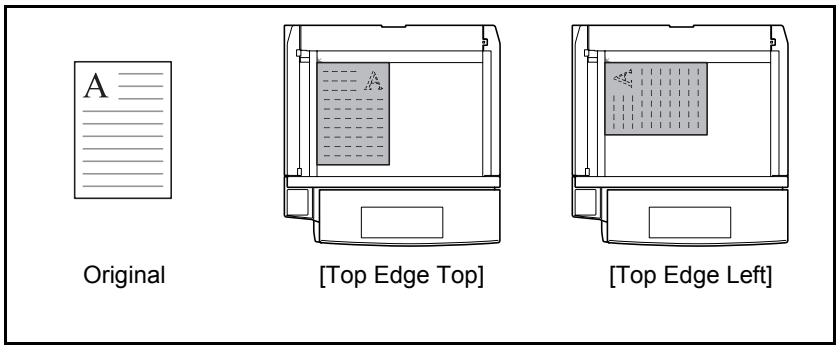
6 Specify the destination, and press the **Start** key to start sending.

Original Orientation

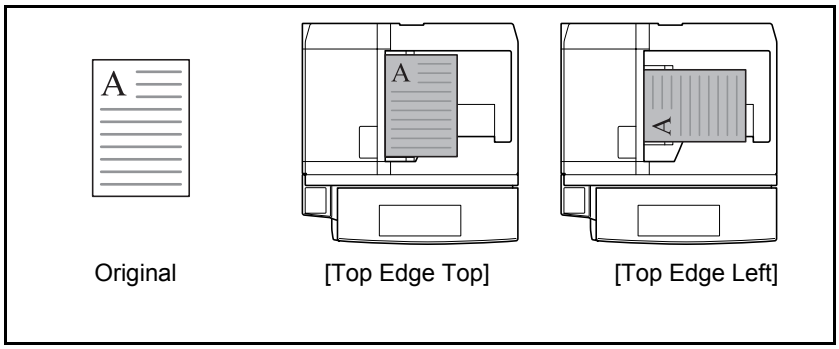
To send the document in the orientation that can be read properly, specify the upper orientation of original. To use the following functions, you need to select the setting orientation of original.

- 1-sided / 2-sided Selection
- Border Erase

When placing the original on the platen



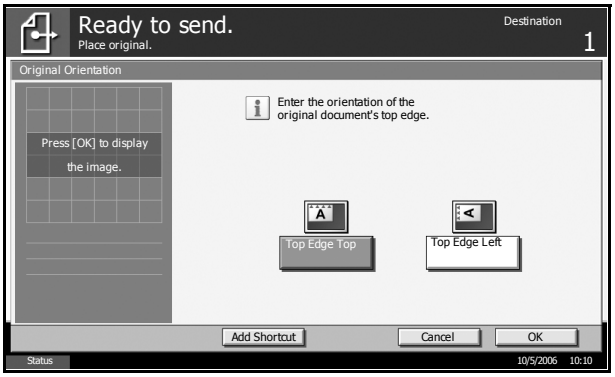
When placing the original on the optional document processor



1 Press the **Send** key.

2 Press [Type of Original/Transmission] and then [Original Orientation].

3 Select original orientation from [Top Edge Top] and [Top Edge Left].



4 Press [OK].

5 Specify the destination, and press the **Start** key to start sending.

File Format

Select the file format of the image to send.

File Format	Adjustable range of image quality	Color mode
PDF	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Full Color, Grayscale, Monochrome
TIFF	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Full Color, Grayscale, Monochrome
JPEG	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Full Color, Grayscale
High Comp. PDF *	1 Compression Ratio Priority to 3 Quality Priority	Full Color

* Only when the optional PDF upgrade kit is installed.

NOTE: When the color mode in scanning has been selected for Grayscale or Full Color, you can adjust the image quality Regarding color mode, refer to *Color / Grayscale / Monochrome Selection on page 2-24*.

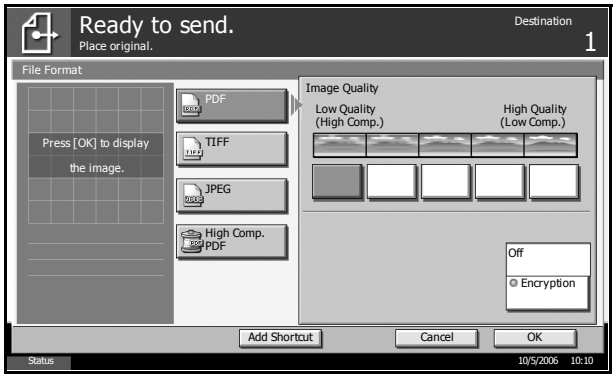
When the optional PDF upgrade kit has been installed, you can use PDF encryption functions. For details, refer to the following *PDF Encryption Functions*.

1 Press the **Send** key.

2 Press [Type of Original/Transmission] and then [File Format].

3 Select the file format from [PDF], [TIFF], [JPEG], and [High Comp. PDF].

When the color mode in scanning has been selected for Grayscale or Full Color, set the image quality.



4 Press [OK].

5 Specify the destination, and press the **Start** key to start sending.

PDF Encryption Functions

When you have selected PDF or High Comp. PDF for file format, you can restrict the access level of displaying, printing, and editing PDF by assigning a secure password.

NOTE: You need to use the optional PDF upgrade kit.

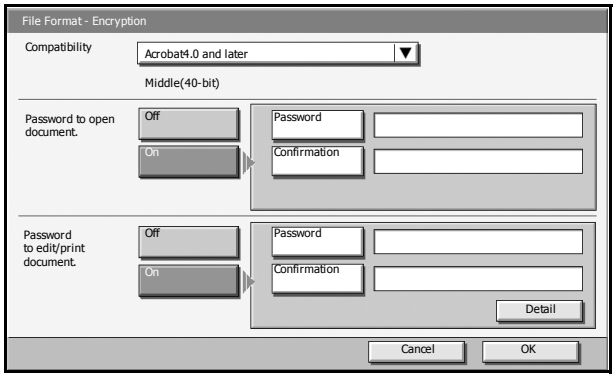
The items you can restrict the access level are as follows.

Item	Value	Detail
Compatibility	Acrobat4.0 or later, Acrobat5.0 or later	Select the version that is compatible with the PDF file.
Password to open document	Off, On	Enter the password to open the PDF file
Password to edit/print document	Off, On	Enter the password to edit the PDF file When you have entered the password to edit/print document, you can specifically limit the operation.

1 Press the **Send** key.

2 Press [Type of Original/Transmission], [File Format], [PDF] or [High Comp. PDF], and [Encryption].

3 Press ▼ of *Compatibility*, select *Acrobat4.0 or later* or *Acrobat5.0 or later*.



4 When you enter the password to open PDF file, select [On] of *Password to open document*.

5 Press [Password] and enter the password and then press [OK].

NOTE: For the character entry method, refer to the *appendix* of the *Operation Guide*.

6 For confirmation, enter the same password once again. Press [Confirmation] and enter the password and then press [OK].

7 When you enter the password to edit the PDF file, select [On] of *Password to edit/print document*.

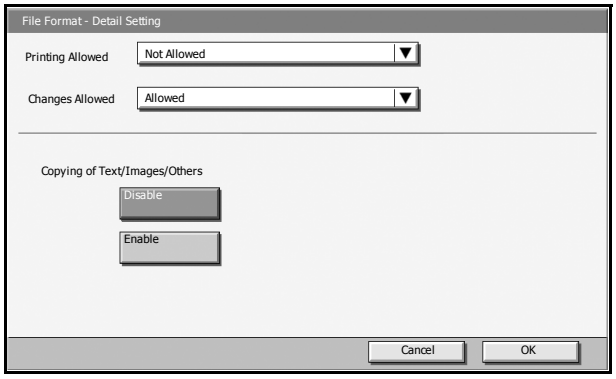
8 In the same way as the entry of *Password to open document*, enter the password to change PDF file.

9 Press [Detail].

10 Restrict the access level of the PDF file. Press ▼ of Printing Allowed to select the item (the contents of limit). The item to be displayed differs according to the version of Acrobat selected in Compatibility in step 3.

Item	Detail
Not Allowed	Make the printing of PDF file impossible
Allowed (Low Resolution only)*	Can print the PDF file only in low resolution
Allowed	Can print the PDF file in original resolution

* Only when [Acrobat5.0 or later] is selected in Compatibility



11 Press ▼ of Changes Allowed, and select the item (the contents of limit). The item to be displayed differs according to the version of Acrobat selected in Compatibility in step 3.

Item	Detail
Not Allowed	Cannot change the PDF file
Commenting	Can only add commenting
Inserting/Deleting/ Rotating Pages*	Can only insert, delete, and rotate the page of PDF file
Page Layout except extracting Pages**	Can change the page layout except extracting the pages of PDF file

Item	Detail
Any except extracting Pages	Can conduct all operations except extracting the pages of PDF file

* Only when [Acrobat5.0 or later] is selected in Compatibility
** Only when [Acrobat4.0 or later] is selected in Compatibility

12 From Copying of Text/Images/Others, select [Disable] or [Enable].

Item	Detail
Disable	Prohibit the copying of text and object on the PDF file.
Enable	Can copy text and object on the PDF file.

13 Press [OK] to return to *File Format*.

14 Specify the destination, and press the **Start** key to start sending.

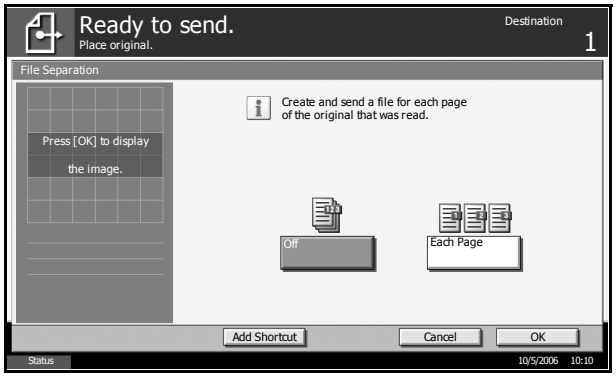
File Separation

Create several files by dividing scanned original data by page, and send the files.

1 Press the **Send** key.

2 Press [Type of Original/Transmission] and then [File Separation].

3 Press [Each Page] to set File Separation.



4 Press [OK].

5 Specify the destination, and press the **Start** key. Scanned original is sent after being divided into files by one page each. Three-digit serial number such as abc_001.pdf, abc_002.pdf... is attached to the end of the file name.

Image Quality

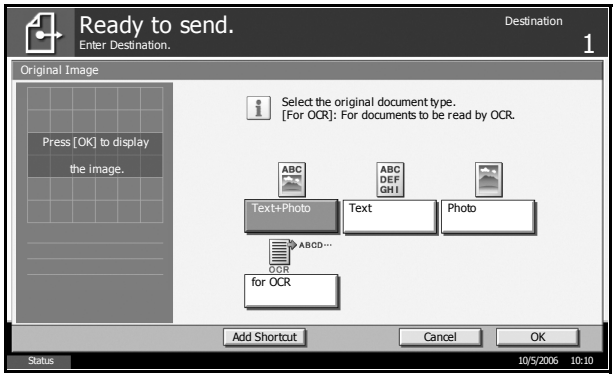
Select image quality suitable to the type of original.

Item	Detail
Text + Photo	Suitable for originals that contain a mixture of text and photos
Text	Sharply renders pencil text and fine lines.
Photo	For better copies of photographs.
For OCR	Image quality suitable for OCR software (Applications that convert images into text data)

1 Press the **Send** key.

2 Press [Color/Image] and then [Original Image].

3 Select Image Quality



4 Press [OK].

5 Specify the destination, and press the **Start** key to start sending.

Scan Density

Adjust scan density of the original. You can adjust the scan density either automatically or manually.

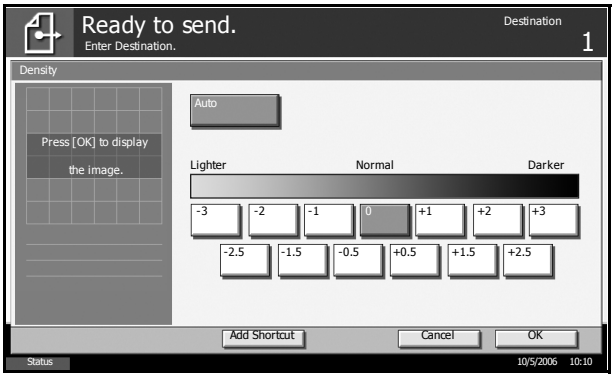
Item	Detail
Manual density adjustment	Can set density using 7 or 13 levels.
Auto density adjustment	Can set the optimal scan density according to the density of original.

1 Press the **Send** key.

2 Press [Color/Image] and then [Density].

3 When selecting manual density adjustment, press [-3]-[+3] (Lighter - Darker) to adjust density.

When selecting auto density adjustment, press [Auto].



4 Press [OK].

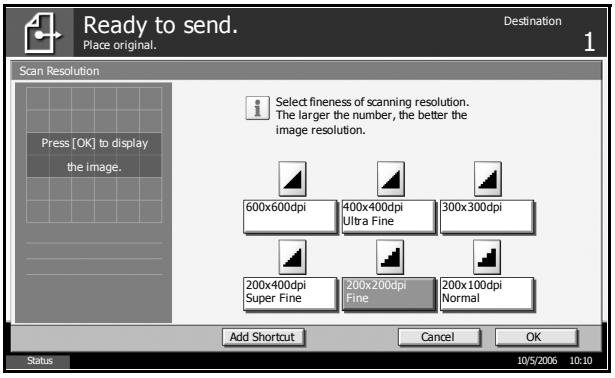
5 Specify the destination, and press the **Start** key to start sending.

Scan Resolution

Select the fineness of scanning resolution. The finer the scanning becomes (the larger the number becomes), the better the image quality becomes. However, better resolution also results in larger file size (file capacity) and longer scanning and sending times. The selectable resolution is 200×100dpi Normal, 200×200dpi Fine, 200×400dpi Super Fine, 300×300dpi, 400×400dpi Ultra Fine, or 600×600dpi.

NOTE: As the image to be displayed on the computer screen, 96 dpi (in the case of Windows), and as the image to be printed by the printer, 150 to 600 dpi generally become the target. To enlarge the image and print it in a large size, it is necessary to scan the original in high resolution.

1. Press the **Send** key.
2. Press [Color/Image] and then [Scan Resolution].
3. Select the resolution



4. Press [OK].
5. Specify the destination, and press the **Start** key to start sending.

Sharpness

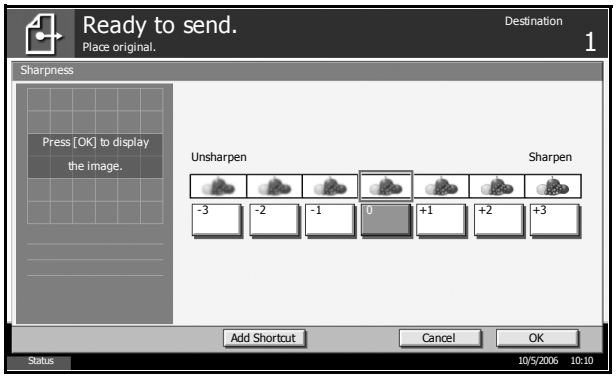
Select the sharpness of the image outline.

Item	Detail
Sharpen	Emphasize the image outline. Make letters and lines appear sharper.
Unsharpen	Blur the image outline. Can weaken Moire effects (grids appearing as wavelike patterns when scanning printed photos).

1 Press the **Send** key.

2 Press [Color/Image] and then [Sharpness].

3 Press [-3]-[+3] (*Unsharpen* - *Sharpen*) to adjust the sharpness.



4 Press [OK].

5 Specify the destination, and press the **Start** key to start sending.

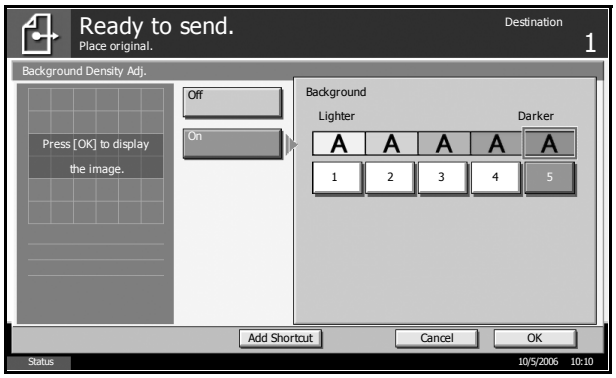
Background Density Adjustment

Lightens the background of the colored original when it is too dark.

1. Press the **Send** key.

2. Press [Color/Image] and then [Background Density Adj.].

3. Press [On], and press [1] to [5] (*Lighter* - *Darker*) to adjust the density.



4. Press [OK].

5. Specify the destination, and press the **Start** key to start sending.

Color / Grayscale / Monochrome Selection

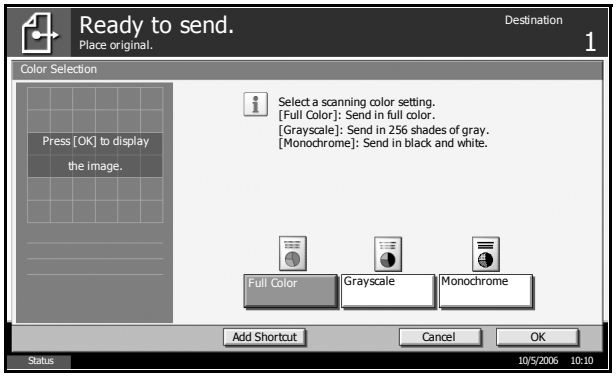
Select scanning color mode. You can select from Full Color, Grayscale or Monochrome.

NOTE: To scan colored 2-sided originals using the optional document processor, you need to add memory to the machine. Contact your service representative.

1 Press the **Send** key.

2 Press [Color/Image] and then [Color Selection].

3 Press either [Full Color], [Grayscale], or [Monochrome].

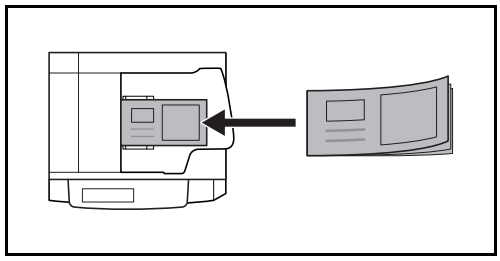


4 Press [OK].

5 Specify the destination, and press the **Start** key to start sending.

Multi-page Form

Scans multiple originals bound together as a single set, such as accounting forms. The optional document processor is required.



1 Place originals in the document processor.

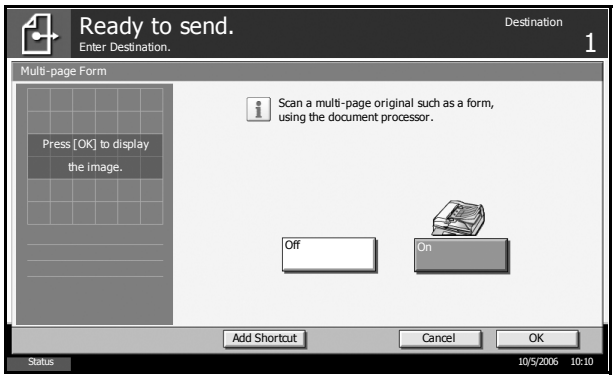
NOTE: Place one form of originals at a time.

When placing the original, insert the original into the document processor, the bound edge first.

2 Press the **Send** key.

3 Press [Advanced Setup] and then [Multi-page Form].

4 Press [On] to select Multi-page Form sending.



5 Press [OK].

6 Specify the destination, and press the **Start** key. When the scanning is completed, replace the original with the next original, and press the **Start** key.

Continuous Scan

When the multi-page originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then sent as one job. With this function, originals are scanned until you press [Scan Finish].

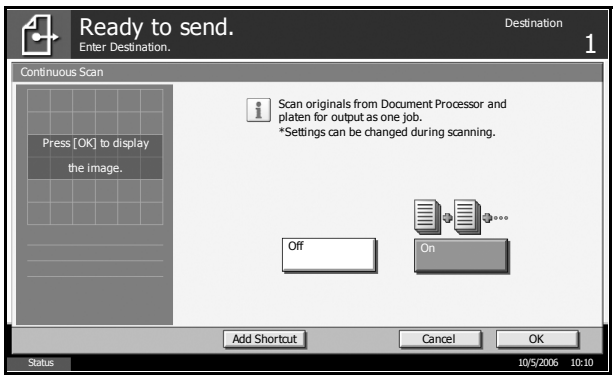
Any of the following settings can be changed during scanning.

- Original Size selection
- 1-sided / 2-sided selection
- Sending Size selection
- Original Orientation
- Type of Original
- Scan density
- Scan resolution
- Zoom
- Border Erase

1 Press the **Send** key.

2 Press [Advanced Setup] and then [Continuous Scan].

3 Press [On]. Continuous Scan is selected.



4 Press [OK].

5 Specify the destination.

6 Place the original, and press the **Start** key.

When the scanning is completed, change the settings as necessary.

7 Place the next original, and press the **Start** key. Scan the remaining originals by the same procedure.

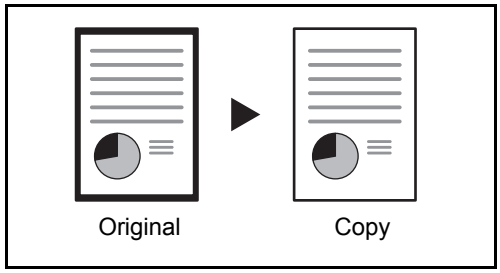
When you have scanned all the originals, press [Scan Finish] to start sending.

Border Erase

Use Border Erase to prevent the appearance of shadows from around the edges of originals. The following options can be selected

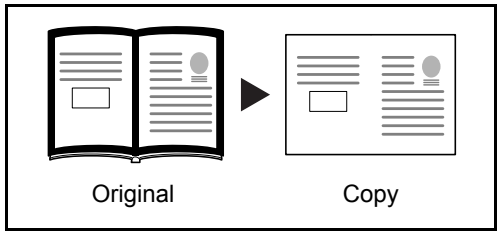
Border Erase Sheet

Erases black borders around the single sheet original.



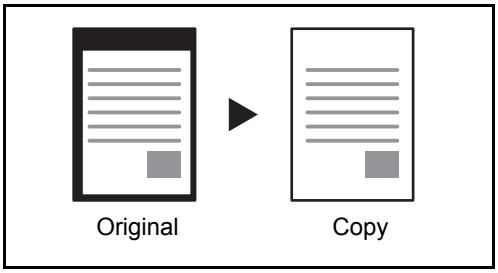
Border Erase Book

Erases black borders around the edges and in the middle of the original such as a thick books. You can specify the widths individually to erase the borders around the edges and in the center of the book.



Individual Border Erase

Specify border erase widths individually for all edges.



In each option, the available ranges are as below.

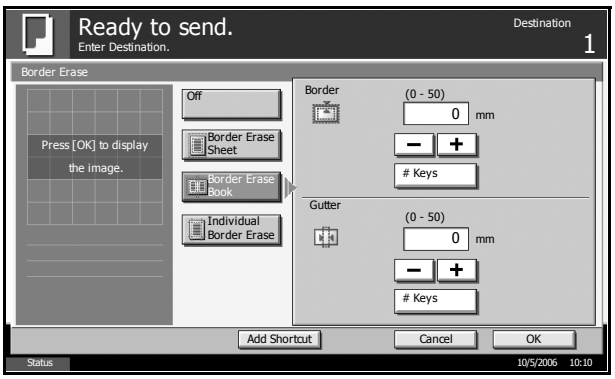
Specifications	Border Erase Range
Inch models	0 to 2" (in 0.01" increments)
Metric models	0 mm to 50 mm (in 1 mm increments)

1 Press the **Send** key.

2 Press [Advanced Setup] and then [Border Erase].

3 Press [Border Erase Sheet] or [Border Erase Book] to select the border erase of the book border erase.

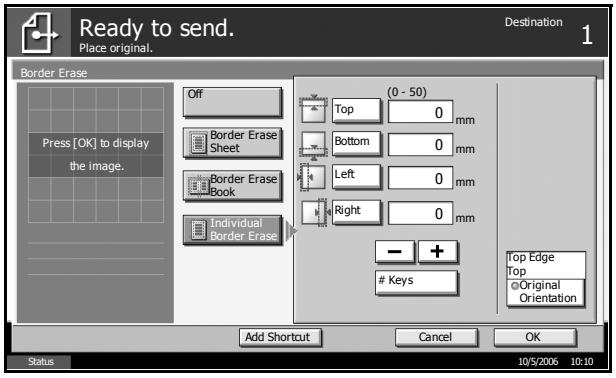
Use [+] or [-] to enter the width in *Border* or *Gutter*. Press [# Keys] to use the number keys for entry.



Press [Individual Border Erase] to select the individual border erase.

Use [+] or [-] to enter the width in *Top*, *Bottom*, *Left* or *Right*. Press [# Keys] to use the number keys for entry.

Press [Original Orientation] to select the original orientation from either [Top Edge Top] or [Top Edge Left], and press [OK].



4 Press [OK].

5 Specify the destination, and press the **Start** key to start sending.

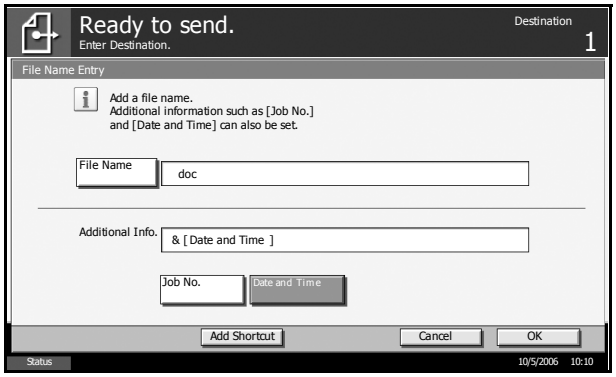
Enter Document Name/File Name

Add document name as well as Job No. and date to the scanned image. You can specify the default for a document name.

1 Press the **Send** key.

2 Press [Advanced Setup] and then [File Name Entry].

3 Press [File Name].



4 Enter the document name, and press [OK].

NOTE: Up to 30 characters are available for the document name.

5 Press [Job No.] to enter the job No., and [Date and Time] to enter the date.

6 Press [OK].

7 Specify the destination, and press the **Start** key to start sending.

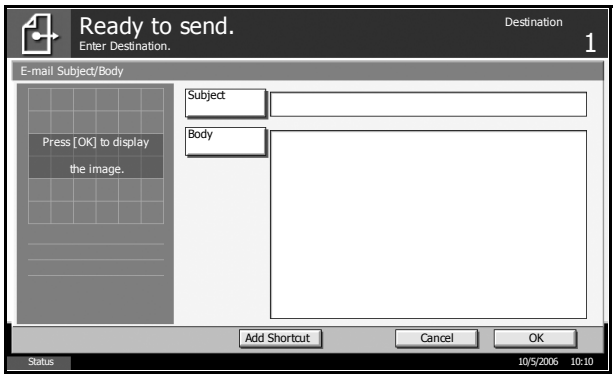
Enter E-mail Subject and Body

When sending E-mail, enter the subject and body of the E-mail.

1 Press the **Send** key.

2 Press [Advanced Setup] and then [E-mail Subject/Body].

3 Press [Subject].



4 Enter the subject, and press [OK].

NOTE: Up to 60 characters are available for the subject.

5 Press [Body].

6 Enter the body and press [OK].

NOTE: Up to 500 characters are available for the body.

7 Press [OK].

8 Specify the destination, and press the **Start** key to start sending.

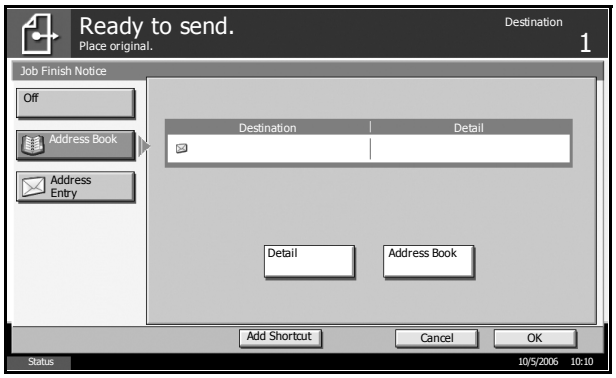
Finish Notice

Informs that the sending is completed by an E-mail.

1 Press the **Send** key.

2 Press [Advanced Setup] and then [Job Finish Notice]

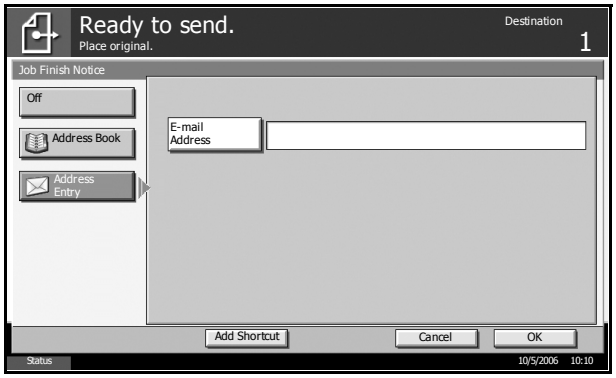
3 When selecting the destination from Address Book, press [Address Book].



4 Specify the destination of sending the finish notice, and press [OK].

NOTE: For the procedure to select the destination from the address book, refer to the *Operation Guide*.

5 To directly enter the address, press [Address Entry] and then [E-mail Address].



6 Enter the E-mail address, and press [OK].

7 Press [OK].

8 Specify the destination, and press the **Start** key to start sending.

When the sending is completed, the finish notice is sent to the specified E-mail address.

3 Printer

This chapter explains the setting for using printer functions by connecting to the computer using parallel interface or serial interface (optional) of this machine.

- Parallel Interface 3-2
- Serial Interface 3-3
- Emulation 3-4
- Setting of Other Printers 3-8

Parallel Interface

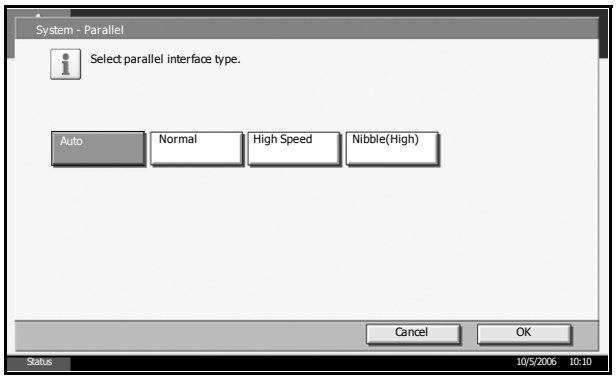
The parallel interface of this machine supports both bidirectional mode and high speed mode. Normally, use the parallel interface by [Auto] of the default setting.

*: Default setting

Item	Detail
Auto*	Depending on the computer to connect, the item will be automatically changed. Normally, no change to the setting is required.
Normal	Communicate by the standard method of Centronics interface.
High Speed	It is possible to conduct high-speed data transfer between this machine and the computer. (When you cannot print properly even after connecting this machine to the workstation, select this mode.)
Nibble (High Speed)	In conformity with IEEE1284 standard, send and receive data at high speed. It supports bidirectional communication and enables the computer to obtain the condition of this machine.

1 Press the **System Menu** Key.

2 Press [System], [Change] of *Parallel* and then the key of the item you want.



3 Press [OK].

4 Press the **Power** key, and after confirming that the **Power** key/indicator and memory indicator have turned off, turn the main power off and on.

Serial Interface

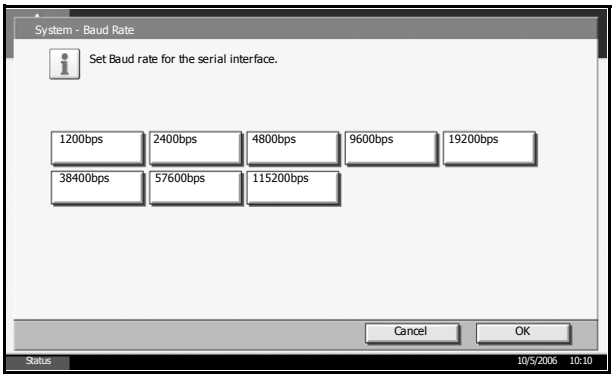
The serial interface can be mounted as an option. Select each item according to the serial interface of the computer.

*: Default setting

Item	Value
Baud Rate	1,200 bps, 2,400 bps, 4,800 bps, 9,600 bps*, 19,200 bps, 38,400 bps, 57,600 bps, 115,200 bps
Data Bits	7 bits, 8 bits*
Stop Bits	1 bits*, 2 bits
Parity	Not use*, Odd, Even, Ignore
Protocol	DTR (positive), &XOn/XOff*, DTR (positive), DTR (negative), XOn/XOff, ETX/ACK

1 Press the **System Menu** Key.

2 Press [System], [Change] of *Serial*, [Change] of *Baud Rate* and the key of Baud Rate you want.



3 Press [OK].

4 In the same way as Steps 2 and 3, set data bits, stop bits, parity and protocol.

5 Press the **Power** key, and after confirming that the **Power** key/indicator and memory indicator have turned off, turn the main power off and on.

Emulation

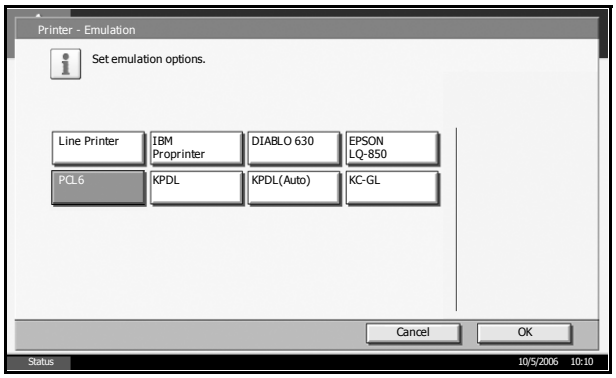
Select the emulation for operating this machine by the command for other printers.

Selection of emulation

The printer emulates Line Printer, IBM Proprinter, DIABLO 630, EPSON LQ- 850, PCL 6, KC-GL, KPDL, and KPDL (Auto).

1 Press the **System Menu** Key.

2 Press [Printer], [Change] of *Emulation* and then the key of emulation you want.



NOTE: When you have selected [KPDL (Auto)], select the following alternative emulation, too.

When you have selected [KPDL] or [KPDL (Auto)], set *KPDL Error Report*, too. (Refer to *page 3-5*)

When you have selected [KC-GL], set the print size and pen, too. (Refer to *page 3-6*)

3 Press [OK].

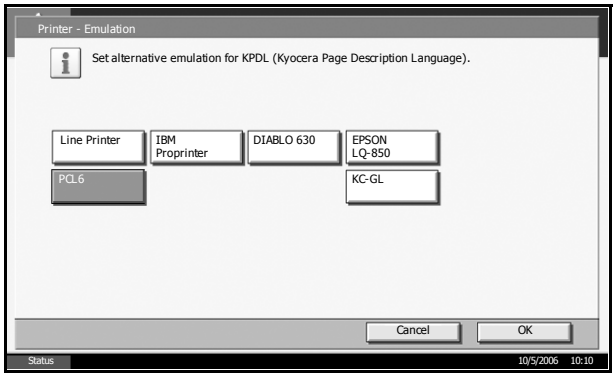
4 Press the **Power** key, and after confirming that the **Power** key/indicator and memory indicator have turned off, turn the main power off and on.

Setting of Alternative Emulation

When you have selected [KPDL (Auto)] as emulation mode, you can switch KPDL and another emulation mode (alternative emulation) automatically according to the data to print. The alternative emulation you can set is [Line Printer], [IBM Proprinter], [DIABLO 630], [EPSON LQ- 850], [PCL 6]*, and [KC-GL] (*: Default setting).

1 Press the **System Menu** Key.

2 Press [Printer], [Change] of *Emulation*, [Alt Emulation] and then the key of alternative emulation you want.



3 Press [OK].

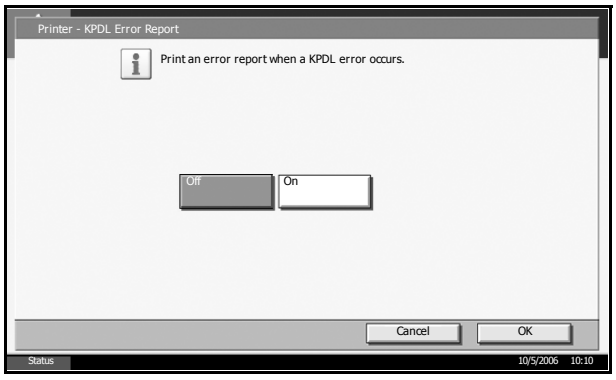
4 Press the **Power** key, and after confirming that the **Power** key/indicator and memory indicator have turned off, turn the main power off and on.

Setting of KPDL error report

When an error has occurred during printing in KPDL emulation mode, set whether or not the error report is output. The default setting is *Off* (not output).

1 Press the **System Menu** Key.

2 Press [Printer], [Change] of *Emulation*, [KPDL Error Report] and then [On] or [Off].



3 Press [OK].

4 Press the **Power** key, and after confirming that the **Power** key/indicator and memory indicator have turned off, turn the main power off and on.

Setting of page size and pen

When you have selected KC-GL as emulation mode, you can set the page size, eight kinds of pens, and thickness of each pen.

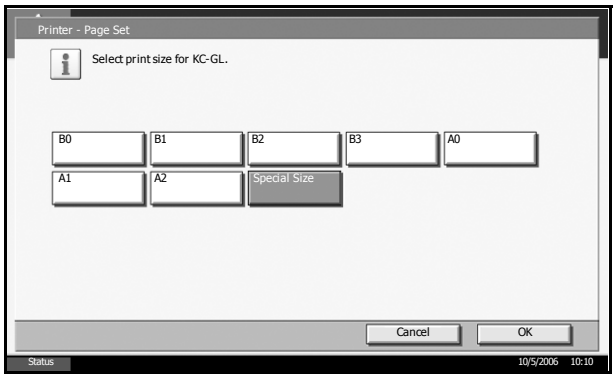
*: Default setting

Setting item	Set value
Page Set	B0, B1, B2, B3, A0, A1, A2, Special Size*
Pen Adjust	Pen 1 to Pen 8 1 to 99 dots

NOTE: The default setting of thickness of pen is pen 1:1 dot, pen 2:2 dots, pen 3:3 dots...pen 8:8 dots.

1 Press the **System Menu** Key.

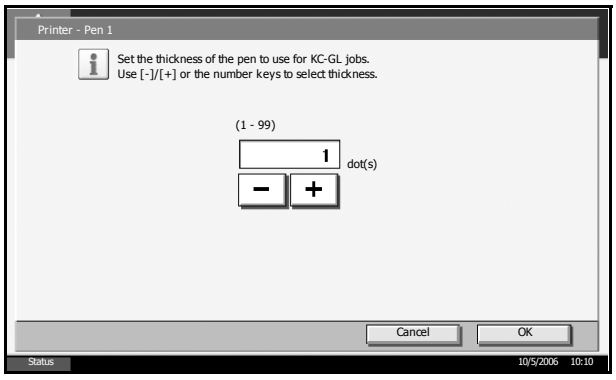
2 Press [Printer], [Change] of *Emulation*, [Page Set] and then the key of print size you want.



NOTE: [Special Size] is the size designated in Prescribe SPSZ command. For details of Prescribe command, refer to the *Prescribe Command Reference Manual (PDF format)*.

3 Press [OK].

4 Press [Pen Adjust], [Change] of the *pen* to change its thickness (1 to 8), and then [+]/[-] to set the thickness of pen (dots).



5 Press [OK].

6 Press the **Power** key, and after confirming that the **Power** key/indicator and memory indicator have turned off, turn the main power off and on.

Setting of Other Printers

Regarding the setting of other printers, refer to *Printer Settings on page 6-43*.

4 Using Document Box

This chapter explains the typical procedure for utilizing Document Box.

- What is Document Box? 4-2
- Basic Operation for Document Box 4-5
- Using a Job Box 4-16

What is Document Box?

Document Box is an area in the hard disk in which you can save documents for later retrieval or sharing among multiple users.

Different Types of the Document Box Components

Document Box contains four types of component boxes which provide the following functions.

Custom Box

Custom Box is a component box which you can create within the Document Box and store data for later retrieval. You can create or delete a Custom Box, and manipulate data in various ways as described below:

- Creating/Deleting a Custom Box...*page 4-5*
- Viewing/Editing a Document in a Custom Box...*page 4-12*
- Storing Documents in a Custom Box...*page 4-13*
- Moving/Joining/Deleting Documents in a Custom Box...*page 4-13*
- Printing a Document in a Custom Box...*page 4-14*
- Sending a Document from a Custom Box...*page 4-14*

Job Box

Job Box holds temporary or permanent print data for use with job options including Private Print, Hold Job, Quick Copy, Proof and Hold, Repeat copy and Image Overlay Form which will be discussed later. Corresponding to these job options, four individual Job Boxes are already provided in the Document Box.

These Job Boxes cannot be created or deleted by a user.

Private Print/Hold Job Box...*page 4-16*

In Private Printing, you can specify that a job is not printed until you release the job at the operation panel. When sending the job from the application software, specify a 4-digit access code in the printer driver.

The job is released for printing by entering the access code on the operation panel ensuring confidentiality of the print job.

The data will be erased upon completion of print job or after the main power switch is turned off.

In Hold Job, access codes are not mandatory, but can be set on the printer driver if printing with PIN security is required. Then, the access code must be entered on the operator panel to print a stored job. Print data will be stored in the hard disk after printing. This will allow to print the same print data repeatedly.

Quick Copy/Hold after Proof Print Box...*page 4-18*

Quick Copy feature facilitates additional prints of a document already printed.

Activating Quick Copy and printing a document using the printer driver allow the print data to be stored in the Quick Copy Job Box.

When additional copies are required, you can reprint the required number of copies from the operation panel.

By default, up to 32 documents can be stored.

When power is turned off, all stored jobs will be deleted.

NOTE: When you attempt to store documents in excess of the above maximum, the oldest document data will be overwritten by the latest document data.

The Proof and Hold feature produces only a single proof print of multiple-print job and holds printing of the remaining copies.

Printing a multiple-print job in Proof and Hold using the printer driver allows only a single copy to be printed while maintaining the document data in the Job Box.

To continue to print the remaining copies, use the operation panel.

You can change the number of copies to print.

Repeat Copy Box...*page 4-21*

Repeat Copy feature stores the copied original document data in the Job Box and allows to print additional copies later.

By default, up to 32 documents can be stored.

When power is turned off, the original data will be deleted.

NOTE: Repeat Copy function is not available when the optional security kit is installed.

Image Overlay Form (Copy) Box...*page 4-22*

Image Overlay feature copies the original document overlaid with a form or image.

This Job Box is used to store the forms or images for overlaying.

Removable Memory Box

A USB memory inserted into the USB memory slot of the machine is also recognizable as a Job Box. This allows to print the PDF data stored in the USB memory.

You can directly print PDF data in the USB memory without a PC.

Saving data into the USB memory is not possible.

Fax Box

Fax Box stores the fax data received. For details, refer to the *Operation Guide* supplied with the fax kit.

Basic Operation for Document Box

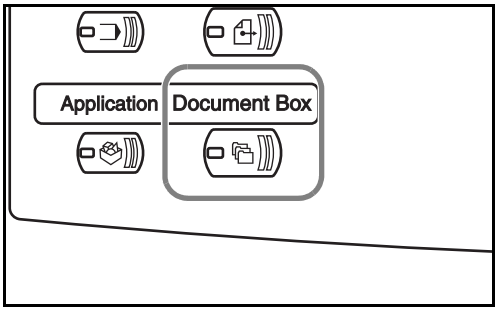
Using Custom Box

This section explains how to create a Custom Box, store a document and print it from the Custom Box.

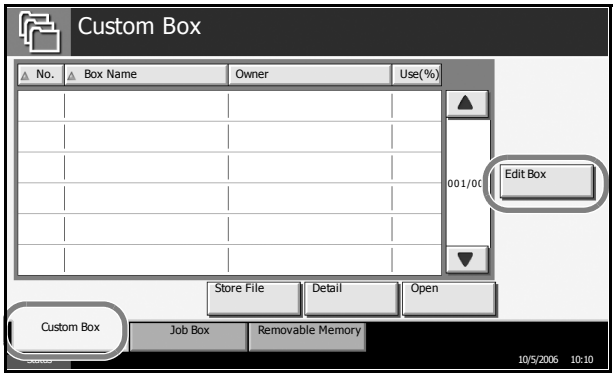
NOTE: In the following explanation, it is assumed that User Login is not activated. For details on User Logon privileges, refer to *User Privileges on page 4-14*.

Creating a New Custom Box

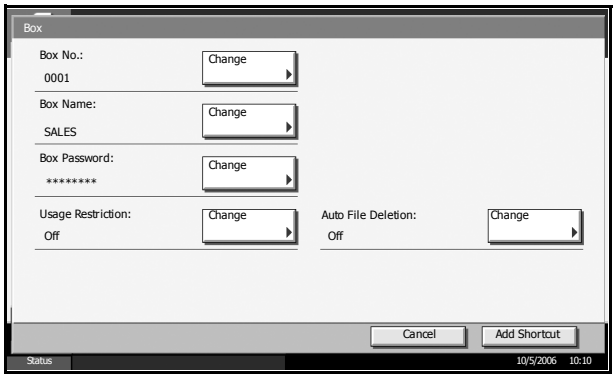
1 Press the **Document Box** key.



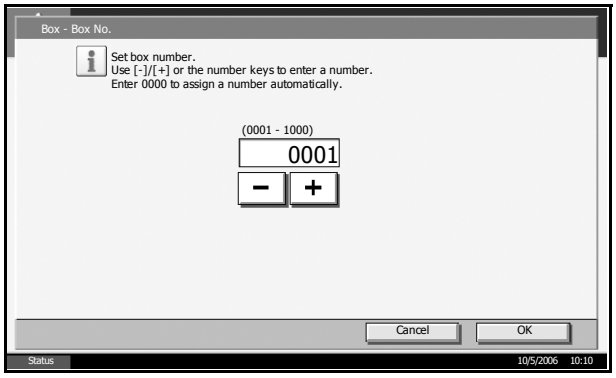
2 Press [Custom Box], [Edit Box] and then [Add].



3 To number the Custom Box, press [Change] of *Box No.*.



4 Enter the box number by pressing [-]/[+] or number keys. Press [OK]. The box number can be from 0001 to 1000. A Custom Box should have a unique number.



If you enter 0000, the smallest number available will be automatically assigned.

5 To name the Custom Box, press [Change] of *Box Name*.

6 Enter the box name of up to 32 characters. Press [OK]. For instructions on how to enter characters, refer to *Appendix* in the *Operation Guide*.

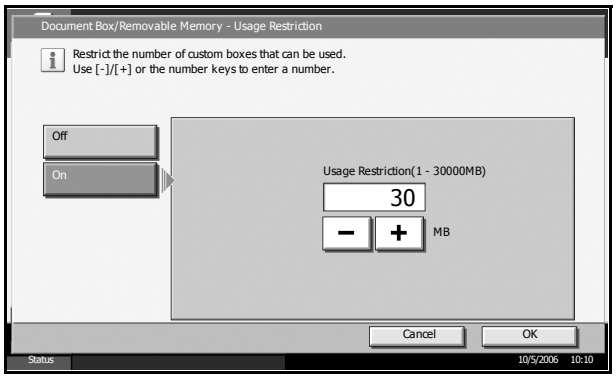
7 User access to the box can be restricted by specifying a password to protect the box. Entering a password is not mandatory. Press [Change] of *Box Password*.

8 Press [Password] and enter a password of up to 16 characters. Press [OK].

9 Press [Confirm Password] to enter the same password again.

10 To preserve the hard disk capacity, the storage capacity for a box can be restricted. Press [Change] of *Usage Restriction*.

11 To activate restriction of capacity, press [On]. Enter a number of the storage capacity for the Custom Box in megabytes by pressing [-]/[+] or number keys.

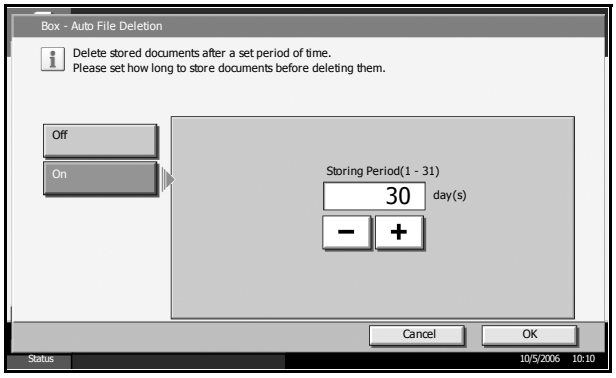


To cancel restricting the storage capacity, press [Off].

12 Press [OK].

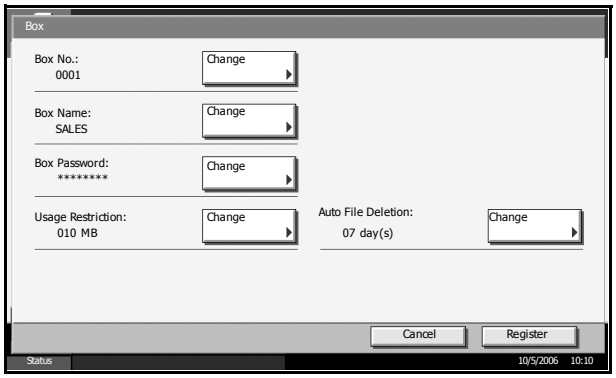
13 To activate automatic file deletion, press [Change] of *Auto File Deletion*.

14 This feature automatically deletes an unnecessary file after a period of time specified. To activate automatic file deletion, press [On]. Enter a number of days after which the file will be automatically deleted by pressing [-]/[+] or number keys. The period of days should be from 1 to 31. To deactivate the automatic file deletion, press [Off].



15 Press [OK].

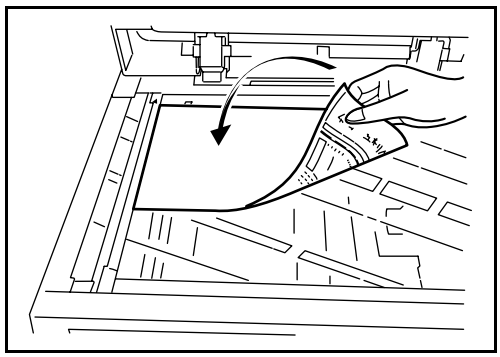
16 Press [Register]. The Custom Box is created.



17 Press [Close]. The display returns to the default Document Box screen.

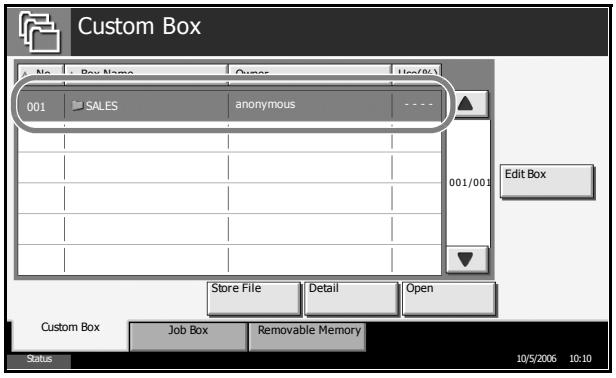
Storing a Document in the Custom Box

1 Place the original to copy in the document processor or on the platen.

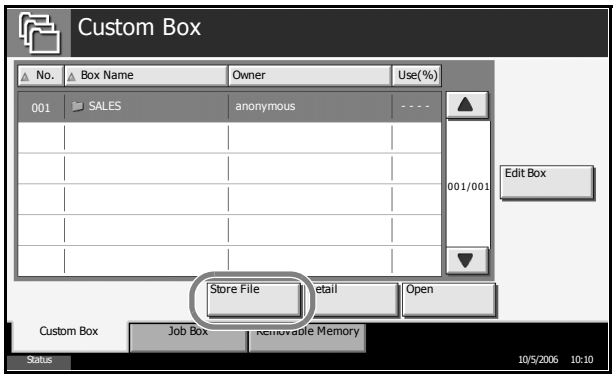


NOTE: Refer to the *Operation Guide* for details on placing originals on the platen.

2 Select the Custom Box to store the document.

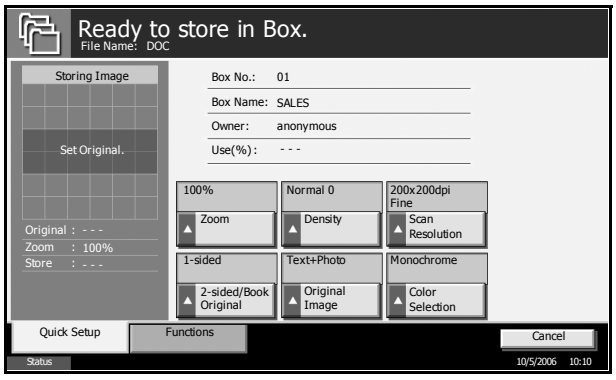


3 Press [Store File].

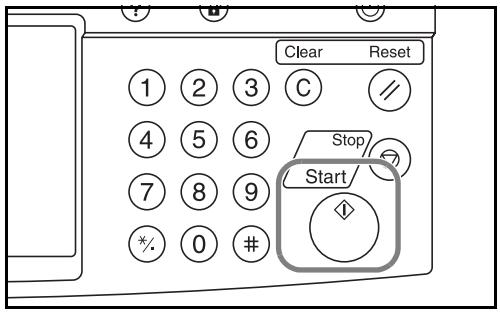


NOTE: If the Custom Box is password-protected, enter the password and press [OK].

4 Adjust the type of originals, scanning density, etc., as necessary.

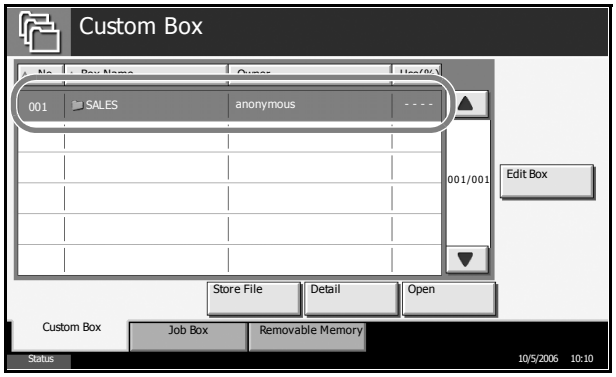


5 Press the **Start** key. The original is scanned and the data is stored in the specified Custom Box.

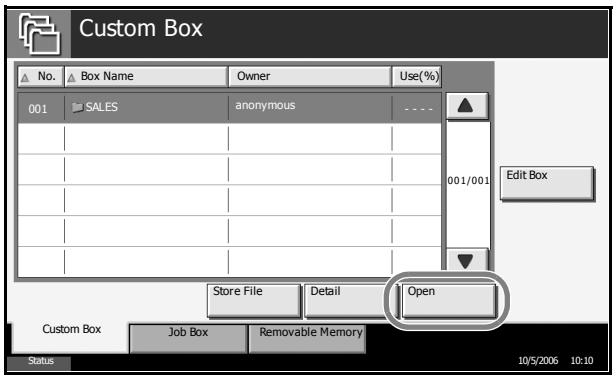


Printing a Document Stored in the Custom Box

1 Select the Custom Box which contains the document to print.



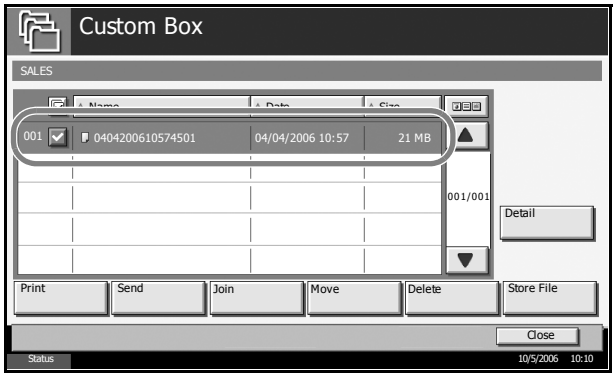
2 Press [Open].



NOTE: If the Custom Box is password-protected, enter the password and press [OK].

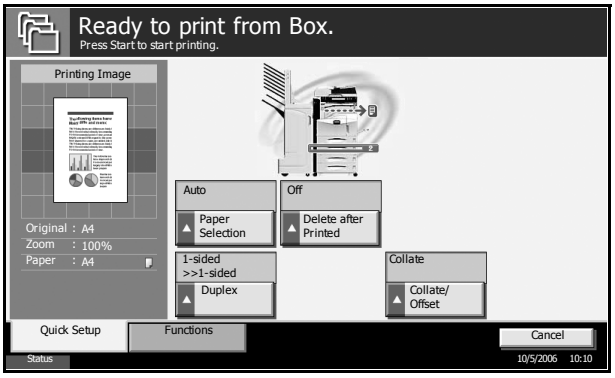
3 Select the document in the list by checking the checkbox. The document is designated by a checkmark.

You cannot select more than one document at a time. To deselect, press the checkbox again and remove the checkmark.

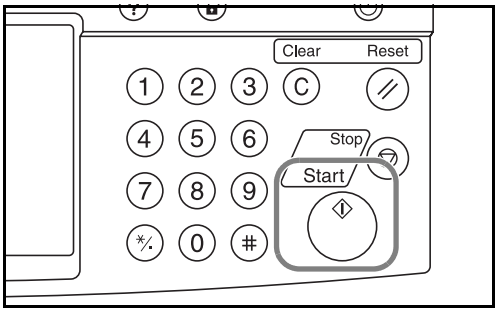


4 Press [Print].

5 Change paper selection, duplex printing, etc., as desired.



6 Press the **Start** key to start printing.

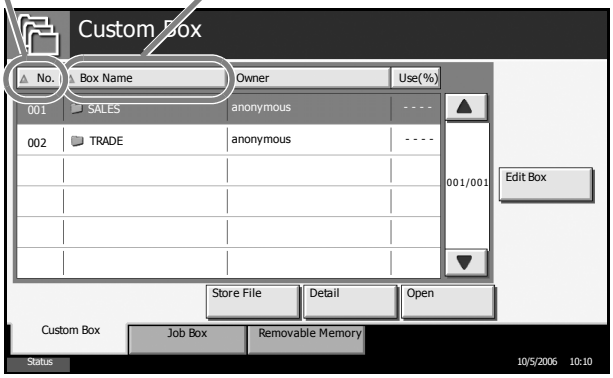


Custom Box List

The Custom Box List is a list of the Custom Boxes you can view on the display. It lists the boxes in ascending or descending order of numbers, or in alphabetical order of names.

Listing the boxes by number in ascending/descending order,

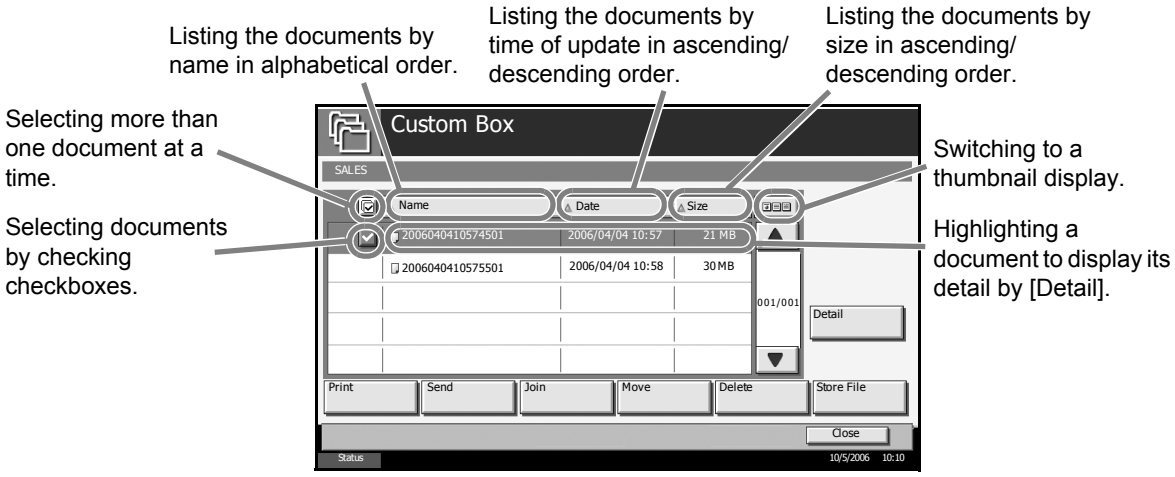
Listing the boxes by name in alphabetical order.



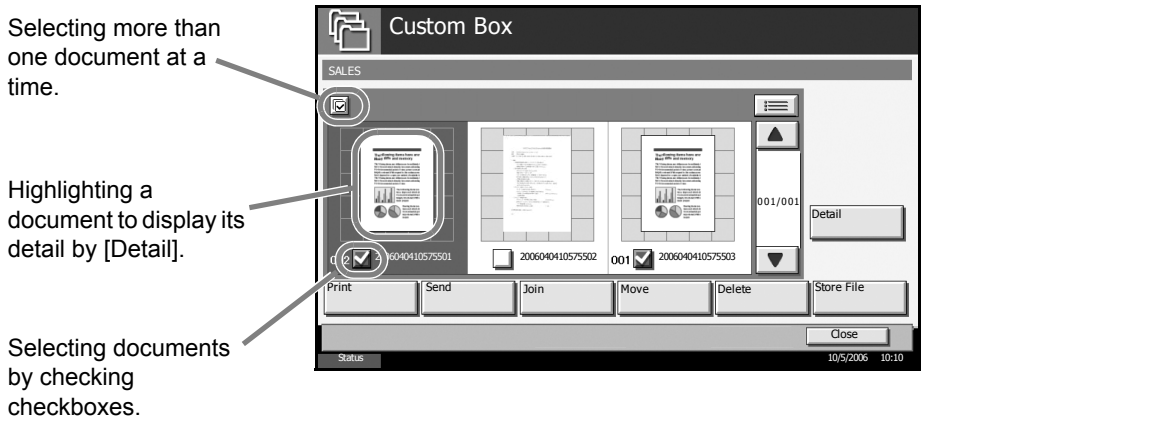
Document List

The document list is a list of the documents stored in the Custom Boxes. You can manipulate the list in various ways as below.

List



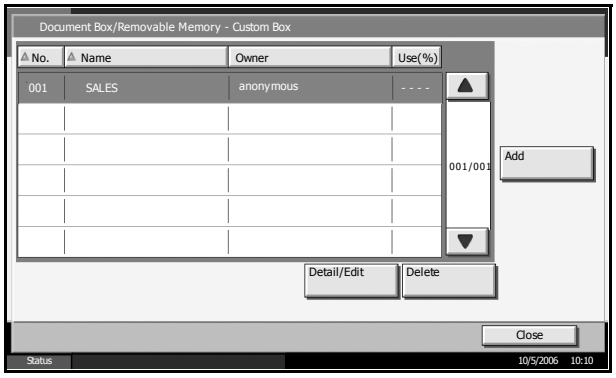
Thumbnail



Deleting a Custom Box

1. Press the **Document Box** key.
2. Press [Edit Box].

3 Select from the box you wish to delete in the list and press [Delete]. You are prompted to confirm the deletion.



4 To delete the box, press [Yes].

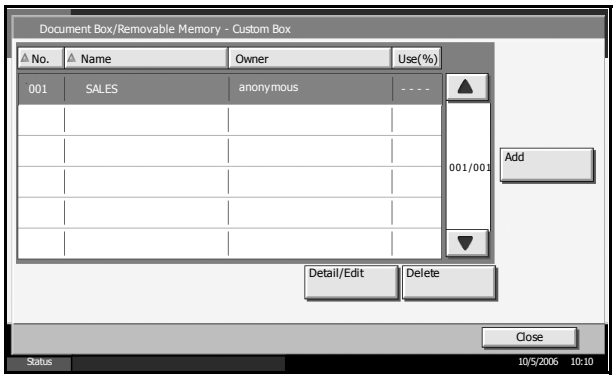
5 Press [Close]. The display returns to the default document box screen.

Viewing/Editing Box Contents

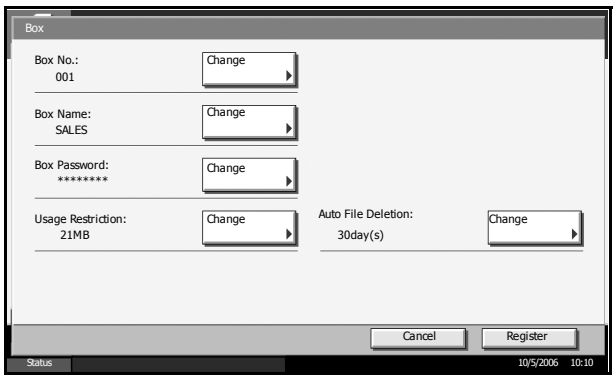
1 Press the **Document Box**.

2 Press [Edit Box].

3 Highlight the box you wish to view or edit its contents and press [Detail/Edit].



4 The contents of the selected box is displayed. To edit a content, press [Change] in the item you wish to edit. Edit the contents as desired.



5 Press [Register].

6 Press [Close]. The display returns to the default document box screen.

Storing Documents

A Custom Box can hold up to 1,000 documents. Refer to *Storing a Document in the Custom Box on page 4-7* for details.

Moving/Joining/Deleting a Document

Moving a Document

The documents in the Custom Box can be moved to any other box. Refer to *Chapter 3 Basic Operation* of the *Operation Guide* for details.

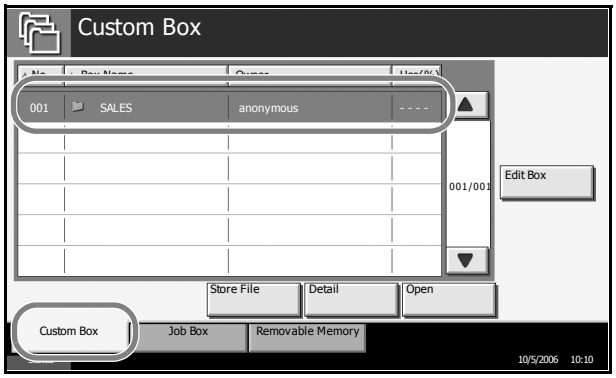
Joining Documents

The documents in the Custom Box can be joined in one document. Refer to *Chapter 3 Basic Operation* of the *Operation Guide* for details.

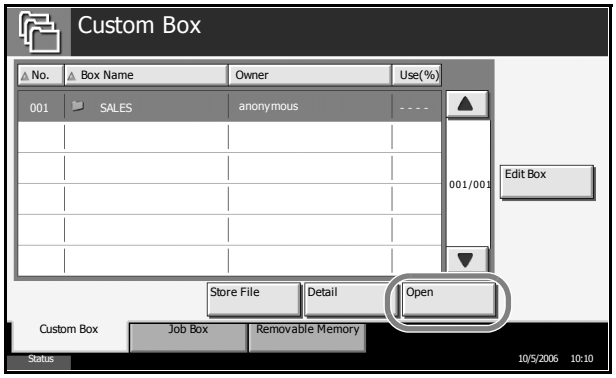
Deleting a Document

1 Press the **Document Box** key.

2 Press [Custom Box] and choose the box which contains the document you wish to delete.

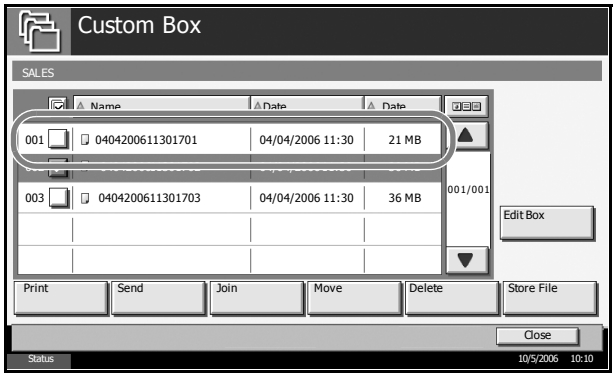


3 Press [Open].



NOTE: If the Custom Box is password-protected, enter the password and press [OK].

4 Select the document you wish to delete by checking the checkbox. The document is marked with a checkmark.



NOTE: [Delete] is disabled until the document is selected. To deselect, press the checkbox again and remove the checkmark.

5 Press [Delete].

6 Press [Yes] to delete the document.

Printing a Document

To print a document in the Custom Box, refer to *Chapter 3 Basic Operation* in the *Operation Guide* for details.

Sending a Document

To send a document in the custom box, refer to *Chapter 3 Basic Operation* in the *Operation Guide* for details.

User Privileges

When User Login is activated, accessibility to the Document Box components will vary depending on the given user privilege.

Accessibilities vary depending on user privilege as follows:

Accessibility \ Access level		Administrator	User
Creating a box		Yes	No
Changing box owner		Yes	No
Deleting a box	Others	No	No
	Owner	Yes	Yes
Renaming a box	Others	Yes	No
	Owner	Yes	Yes

Accessibility \ Access level		Administrator	User
Changing how a box is shared	Others	Yes	No
	Owner	Yes	Yes
Changing the password to a box	Others	No	No
	Owner	Yes	Yes
Overwriting the password to a box	Others	Yes	No
	Owner	Yes	No
Adjusting the box capacity	Others	Yes	No
	Owner	Yes	No
Changing the period of using a box	Others	Yes	No
	Owner	Yes	Yes

Restricting the Accessibility to a Box

The accessibility to a Custom Box differs depending on the level of privileges as follows:

Administrator: An administrator can gain access and manipulate all boxes.

User: A user can gain access and manipulate his/her own boxes and the shared boxes.

NOTE: A user who is given a network authentication but not registered in the user list is limited to access the shared boxes only.

Password Entry Requirement

When User Login is activated, the way a password is required differs depending on the level of privileges as follows:

Administrator: The administrator is not required to enter a password to gain access to any box.

User: The user is required to enter a password to gain access to a box which is protected by a password. The user is not required to enter a password to gain access to his/her own boxes.

Using a Job Box

Private Print/Stored Job Box

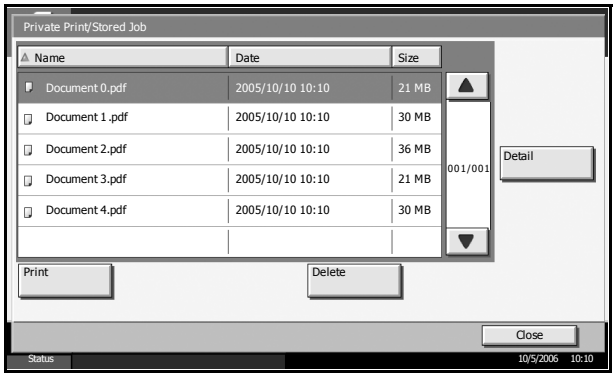
Private Print/Stored Job Box stores the print data which is printed by using the printer driver as a Private Print/Stored Job.

Refer to the *Extended Printer Driver User Guide* on *how to print a job as Private Print* or *Stored Job using the printer driver*.

Printing a Document in Private Print/Stored Job Box

1. Press the **Document Box** key.
2. Press [Job Box].
3. Select [Private Print/Stored Job] and press [Open].
4. Select the creator of the document to print and press [Open].

5. Select the document and press [Print].



6. If the document is protected by a password, enter the password using the numeric keys.
7. Specify the number of copies to print as desired.
8. Press [Start Print] to start printing.

   Upon completion of printing, the Private Print job is automatically deleted.

Viewing a Document

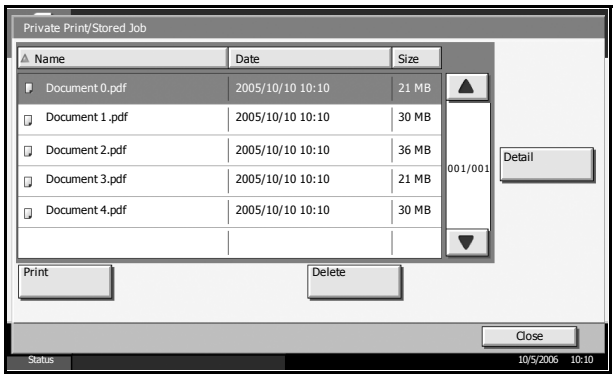
1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Private Print/Stored Job] and press [Open].

4 Select the creator of the document and press [Open].

5 To view the document, select the document to view and press [Detail].



6 If the document is protected by a password, enter the password using the numeric keys. Press [OK].

7 To close the document, press [Close].

Deleting a Document

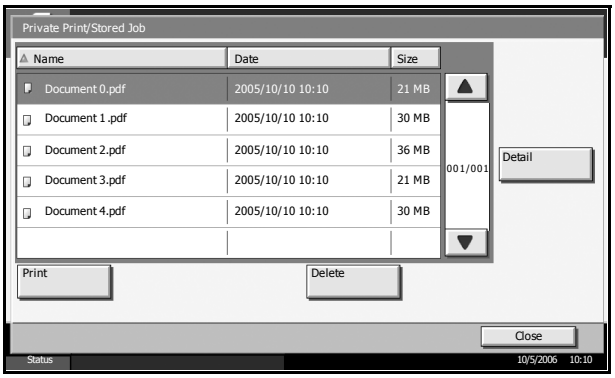
1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Private Print/Stored Job] and press [Open].

4 Select the creator of the document and press [Open].

5 To delete the document, select the document and press [Delete].



If the document is protected by a password, enter the password using the numeric keys and the document is deleted.

Quick Copy/Proof and Hold Print Box

Quick Copy/Proof and Hold Box stores the print data which is printed by using the printer driver as a Quick Copy or Hold after Proof Print job.

Refer to the *Extended Printer Driver User Guide* on *how to print a job as Quick Copy* or *Proof and Hold Print job using the printer driver*.

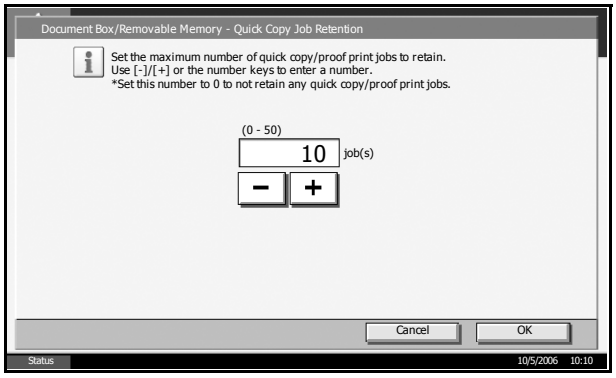
Configuring the Number of Documents to Store

To preserve the free space on the hard disk, the maximum number of documents to be stored in the Quick Copy/Proof and Hold Print Box can be configured.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *Job Box*, then [Change] of *Quick Copy Job Retention*.

3 Press [+] or [-] to enter a number between 0 and 50 (documents).


Document Box/Removable Memory - Quick Copy Job Retention
Set the maximum number of quick copy/proof print jobs to retain.
Use [-]/[+] or the number keys to enter a number.
*Set this number to 0 to not retain any quick copy/proof print jobs.
(0 - 50)
10
job(s)
Cancel
OK
Status
10/5/2006 10:10

NOTE: If you enter 0, Quick Copy/Proof and Hold Print feature is not available.

4 Press [OK].

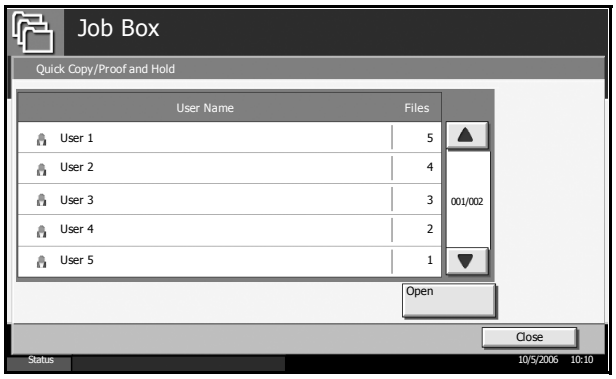
Printing a Document

1 Press the **Document Box** key.

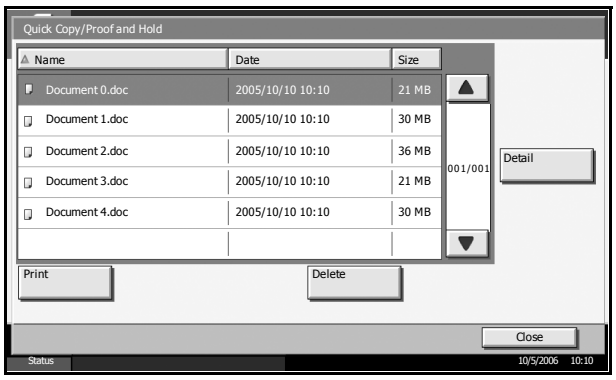
2 Press [Job Box].

3 Select [Quick Copy/Proof and Hold] and press [Open].

4 Select the creator of the document and press [Open].



5 Select the document to print, and press [Print].



6 Specify the number of prints as desired.

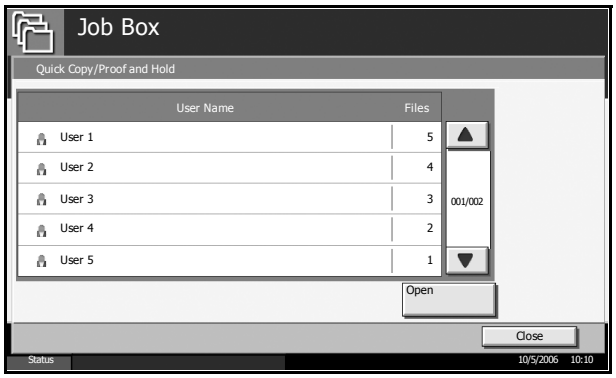
7 Press [Start Print] to start printing.

Viewing a Document

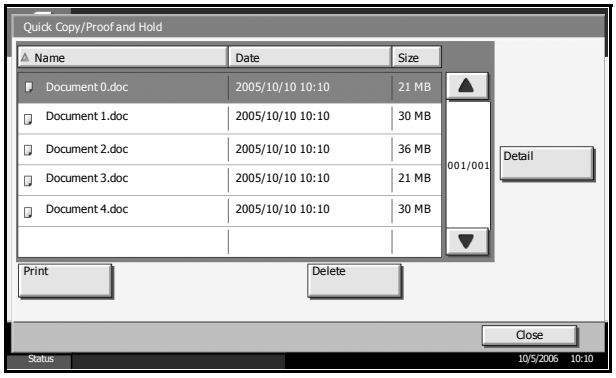
1 Press the **Document Box** key.

2 Press [Job Box], [Quick Copy/Proof and Hold], then [Open].

3 Select the creator of the document and press [Open].



4 Select the document to view and press [Detail]. The document can be viewed.



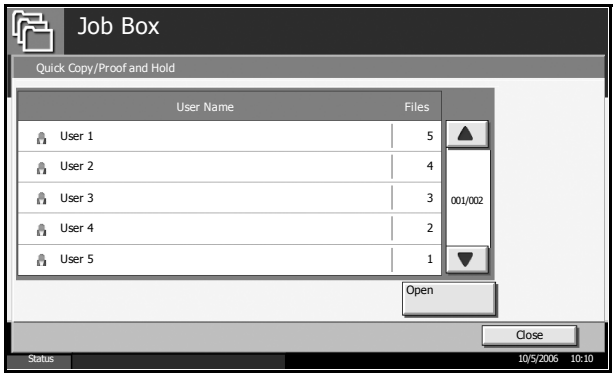
5 Press [Close] to end viewing.

Deleting a Document

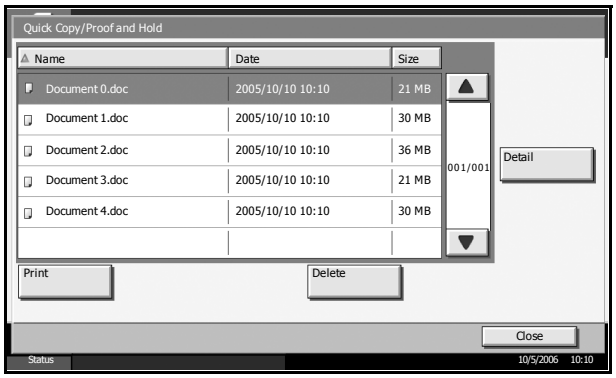
1 Press the **Document Box** key.

2 Press [Job Box], [Quick Copy/Proof and Hold], then [Open].

3 Select the creator of the document and press [Open].



4 Select the document to delete and press [Delete].



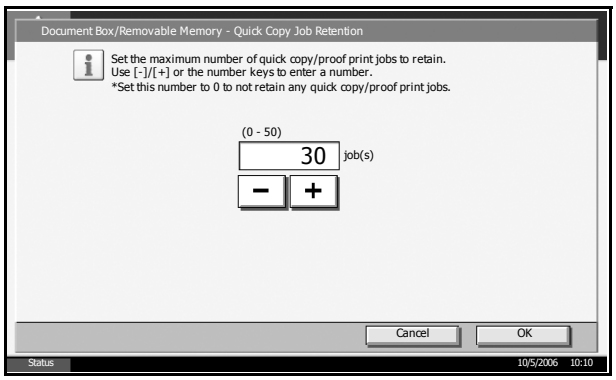
5 Press [Yes]. The document is deleted.

Repeat Copy Box

Configuring the Number of Documents to Store

To preserve the free space on the hard disk, the maximum number of documents to be stored in the Repeat Copy Box can be configured.

To configure this, refer to *Configuring the Number of Documents to Store in Quick Copy/Hold after Proof Print Box*. Press [Change] in Repeat Copy Job Retention in step 2.


Document Box/Removable Memory - Quick Copy Job Retention
Set the maximum number of quick copy/proof print jobs to retain.
Use [-]/[+] or the number keys to enter a number.
*Set this number to 0 to not retain any quick copy/proof print jobs.
(0 - 50)
30
job(s)
Cancel
OK
Status
10/5/2006 10:10

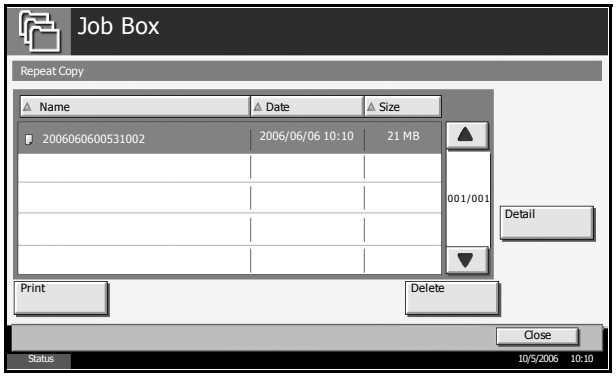
Printing a Document

1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Repeat Copy] box, and press [Open].

4 Select the document to print and press [Print].



5 If the document is protected by a password, enter the password using the numeric keys.

6 Press [Start Print] to start printing.

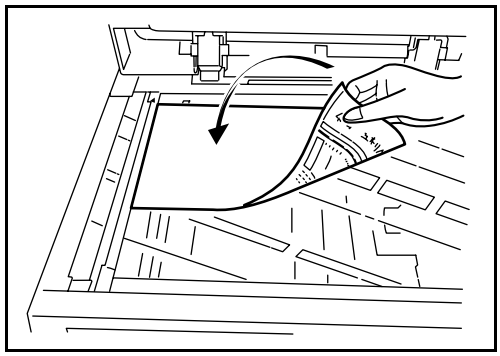
The Repeat Copy Box job will be erased when the main power switch is turned off.

Image Overlay Form (Copy) Box

Storing a Form

The Image Overlay Form (Copy) Box holds form overlay documents. To store a single page form for overlaying in this box, proceed as follows:

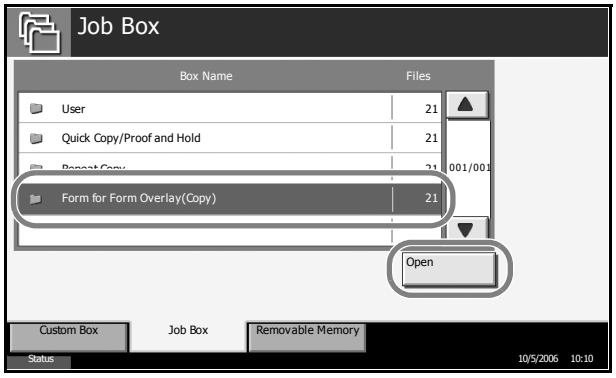
1 Place the original in the document processor or on the platen.



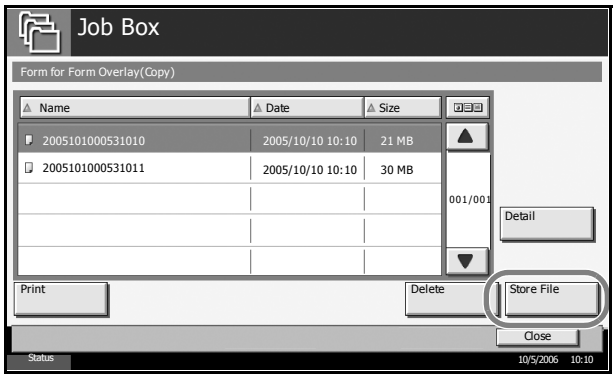
NOTE: Refer to the *Operation Guide* for details.

2 Press the **Document Box** key and [Job Box].

3 Press [Form for Form Overlay (Copy)] and press [Open].

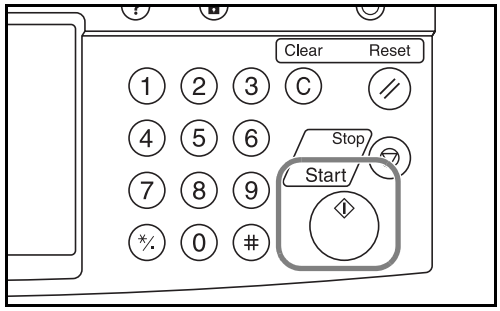


4 Press [Store File].



5 If necessary, adjust the type of original, scanning density, etc. before the original is scanned.

6 Press the **Start** key. The original is scanned and stored in the [Form for Form Overlay (Copy)] box.



Copying with an Image Overlay

Refer to *Form Overlay on page 1-36* for the procedures to change type and density of the form preselected in the Image Overlay Form (Copy) box.

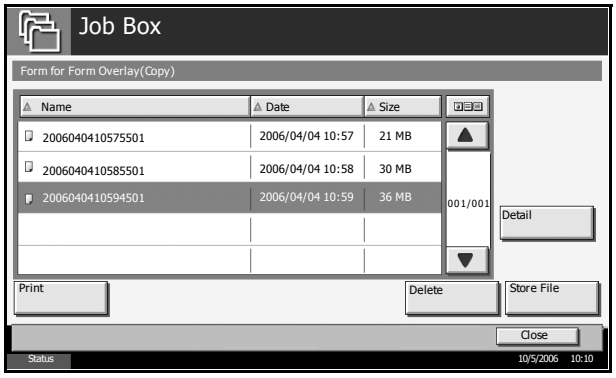
Viewing a Stored Form

1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Form for Form Overlay (Copy)] box, and press [Open].

4 Select the form to view and press [Detail].



5 Press [Close].

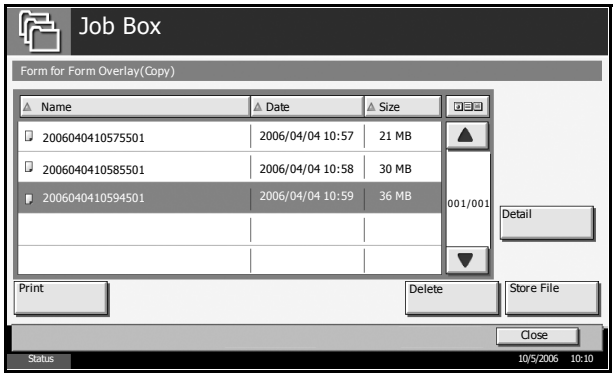
Deleting a Form Stored

1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Image Overlay Form (Copy)] and press [Open].

4 Select the form to delete and press [Delete].



5 Press [Yes]. The form is deleted.

5 Status / Job Cancel

This chapter explains how to check the status and history of jobs and cancel the jobs while processing or waiting to be printed.

This chapter also contains how to check the remaining amount of toner and paper and the condition of devices, and cancel the fax communication.

- Checking Job Status..... 5-2
- Checking Job History 5-8
- Pause and Resumption of Job 5-10
- Canceling of Job.....5-11
- Priority Override the Waiting Jobs 5-12
- Checking the Remaining Amount of Toner and Paper 5-13
- Device/Communication 5-14

Checking Job Status

Check the status of jobs while processing or waiting to be printed.

Available Status Screens

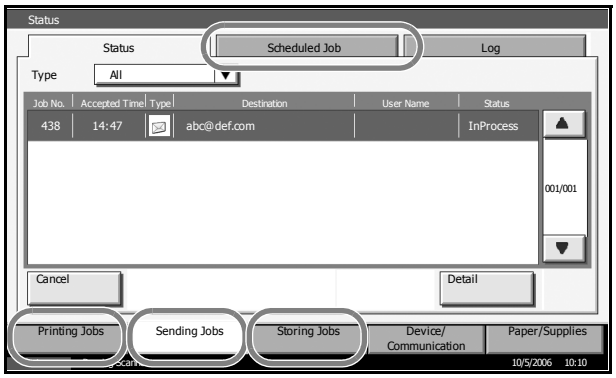
The processing and waiting statuses of jobs are displayed as a list on the touch panel in four separated screens - Printing Jobs, Sending Jobs, Sending Jobs - Timer waiting, and Storing Jobs. The following job statuses are available.

Screen	Job statuses to be displayed
Printing Jobs	• Copy • Printer • FAX reception • E-mail reception • Printing from Document Box • Job Report /List • Printing data from removable memory
Sending Jobs	• FAX transmission • PC (SMB/FTP) transmission • E-mail • TWAIN • Multiple destination • Sending Job FAX using Delayed transmission
Storing Jobs	• Scan • FAX • Printer

Displaying Status Screen

1 Press the **Status/Job Cancel** key.

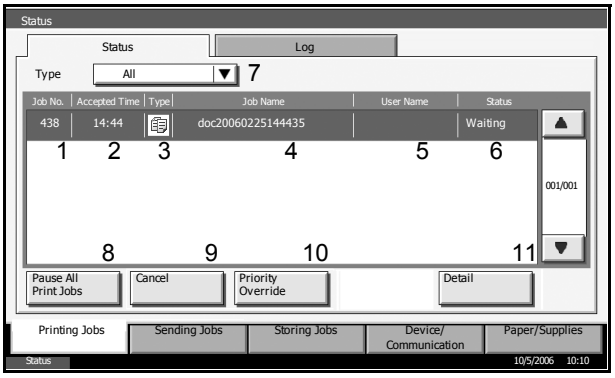
2 Press either of [Printing Jobs], [Sending Jobs], or [Storing Jobs] to check the status. To check the scheduled transmission job, press [Sending Jobs] and then [Scheduled Job].



Contents of the Status Screen

The items and keys displayed on the Status screen are as follows.

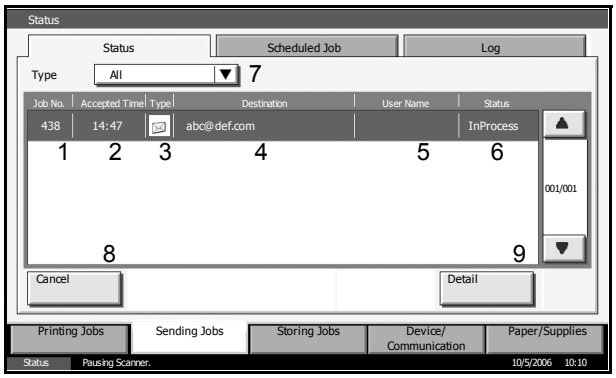
Printing Jobs Status screen



No.	Item / Key	Detail
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type ■Copy job ■Printer job ■FAX reception ■E-mail reception ■Job from Document Box ■Report / List ■Data from Removable Memory
4	Job Name	Job Name or file name
5	User Name	When there is no User Name that executed this job or Login User Name information to be displayed, *anonymous* is displayed
6	Status Name	Status of job InProcess: The status before starting to print such as when scanning originals. Printing: Waiting: Print Waiting Suspending: Suspending printing by pausing print job or error Canceling: Canceling the job
7	[▼] of Type	Sorts by specific type of job

No.	Item / Key	Detail
8	[Pause all Print Jobs]	Pauses all the printing jobs. By pressing this key again, the printing jobs will be resumed.
9	[Cancel]	Select the job to be canceled from the list, and press this key.
10	[Priority Override]	Select the job to be overridden, and press this key. (Refer to *Priority Override the Waiting Jobs on page 5-12*)
11	[Detail]	Select the job to display detailed information from the list, and press this key. (Refer to *Checking the Detailed Information of Histories on page 5-9*)

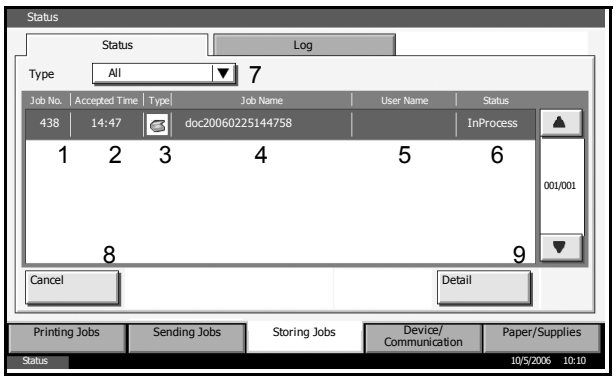
Sending Jobs Status screen



No.	Item / Key	Detail
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type ■Sending Job FAX ■Sending Job PC (SMB/FTP) ■Sending Job E-mail ■Sending Job TWAIN ■Sending Job Multiple
4	Destination	Destination (Either destination name, FAX number, E-mail address, or server name)

No.	Item / Key	Detail
5	User Name	When there is neither User Name that executed this job nor Login User Name information, *anonymous* is displayed.
6	Status	Status of job InProcess: The status before starting sending such as during scanning originals Sending Waiting: Sending Waiting Canceling: Canceling the job
7	[▼] of Type	Can only display specific kinds of jobs.
8	[Cancel]	Select the job you want to cancel from the list, and press this key.
9	[Detail]	Select the job whose detailed information you want to display from the list, and press this key. (Refer to *Checking the Detailed Information of Histories on page 5-9*)

Storing Jobs Status screen



No.	Display / Key	Details
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type ■Storing Job Scan ■Storing Job Printer ■Storing Job FAX

No.	Display / Key	Details
4	Job Name	Job name or file name is displayed.
5	User Name	When there is neither User Name that executed this job nor Login User Name information, *anonymous* is displayed.
6	Status	Status of job InProcess: The status before starting to save such as during scanning originals Storing: Storing Data Canceling: Canceling the job
7	[▼] of Type	Can only display specific kinds of jobs.
8	[Cancel]	Select the job you want to cancel from the list, and press this key.
9	[Detail]	Select the job whose detailed information you want to display from the list, and press this key. (Refer to *Checking the Detailed Information of Histories on page 5-9*)

Checking the Detailed Information of Jobs

Check the detailed information of each job.

1 Press the **Status/Job Cancel** key.

2 Press [Printing Jobs], [Sending Jobs], or [Storing Jobs].

To check the scheduled transmission, press [Sending Jobs] and then [Scheduled Job].

3 Select the job to check details from the list, and press [Detail].

Detailed information of the selected job is displayed.

NOTE: To check the information of the next/previous page, press [▼] or [▲].

In Sending Jobs, press [Detail] of *Destination* to check the destination.

When two or more destinations are selected, *Status/Destination* is displayed. Pressing [Detail] in this step displays the selected destinations as a list. Press [▼] or [▲] to select the destination and then press [Detail]. The information on the selected destination is displayed for confirmation.

4 To exit from the detailed information, press [Close].

Checking Job History

Check the history of completed jobs.

NOTE: Job history is also available by Command Center or KM-NET VIEWER from the computer.

Available Job History Screens

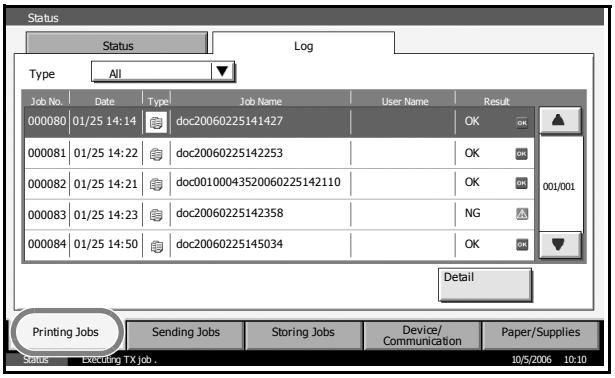
The job histories are displayed separately in three screens - Printing Jobs, Sending Jobs, and Storing Jobs. The following job histories are available.

Screen	Job histories to be displayed
Printing Jobs	• Copy • Printer • FAX reception • E-mail reception • Printing from Document Box • Job Report / List • Printing data from removable memory
Sending Jobs	• FAX transmission • PC (SMB/FTP) transmission • E-mail • TWAIN • Multiple destination
Storing Jobs	• Scan • FAX • Printer

Displaying Job History Screen

1 Press the **Status/Job Cancel** key.

2 Press either of [Printing Jobs], [Sending Jobs], or [Storing Jobs] to check the log, and press [Log].



Checking the Detailed Information of Histories

Check the detailed information of each history.

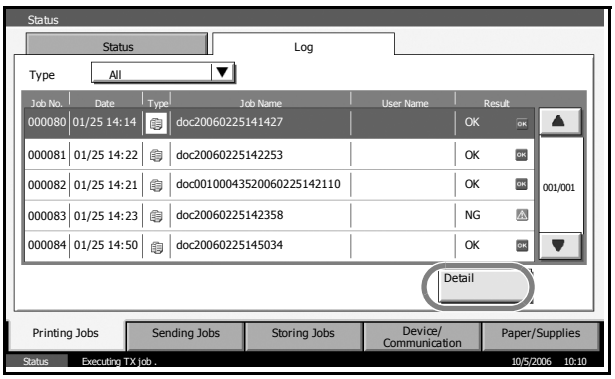
Display of the detailed information of Job Finish history

1 Press the **Status/Job Cancel** key.

2 Press [Printing Jobs], [Sending Jobs] or [Storing Jobs] and then [Log].

3 Select the job to check details from the list, and press [Detail].

Detailed information of the selected job is displayed.



NOTE: To check the information of the next/previous page, press [▼] or [▲].

4 To exit from the detailed information, press [Close].

Pause and Resumption of Job

Pause /resume all printing jobs in printing/waiting.

1 Press the **Status/Job Cancel** key.

2 Press [Pause All Print Jobs] on the Printing Jobs Status screen. Printing is paused.

3 When resuming the printing of job that has been paused, press [Resume All Print Jobs].

Canceling of Job

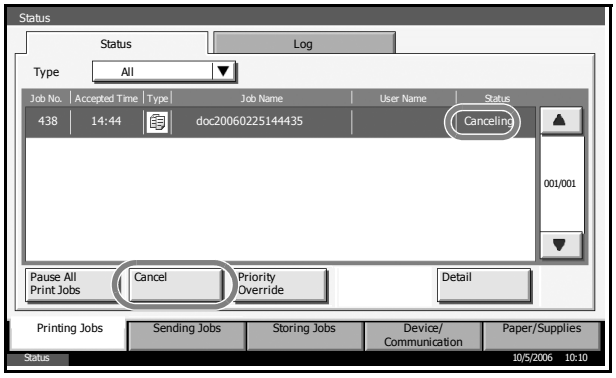
Cancel the job in printing/waiting.

NOTE: You cannot cancel the printing job of received fax.

1 Press the **Status/Job Cancel** key.

2 Press [Printing Jobs], [Sending Jobs], or [Storing Jobs].

3 Select the job to be canceled, and press [Cancel].



4 Press [Yes] in the confirmation screen. *Canceling* is displayed in the *Status* area, and the job is deleted.

NOTE: When the job is completely canceled, the canceled job is displayed on the history screen. (For details of job history, refer to *Checking Job History on page 5-8*)

5 To cancel another job, repeat steps 2 to 4.

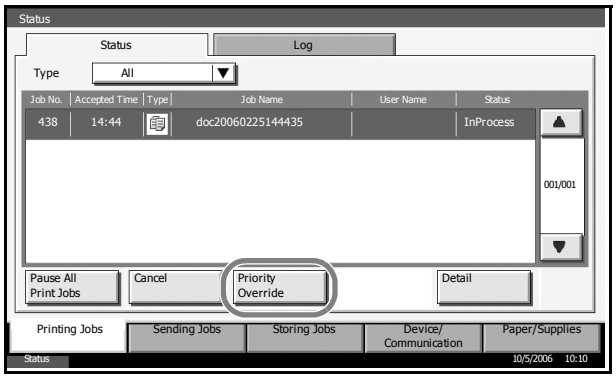
Priority Override the Waiting Jobs

Priority Override function suspends the current job and prints the job in waiting first.

NOTE: The current job that is selected as Priority Override cannot be suspended. After the current Priority Override job is completed, the next Priority Override job is printed.

1 Press the **Status/Job Cancel** key.

2 Select the job to give a priority, and press [Priority Override].



3 Press [Yes] in the confirmation screen. The current job in printing is suspended, and the job for override printing starts.

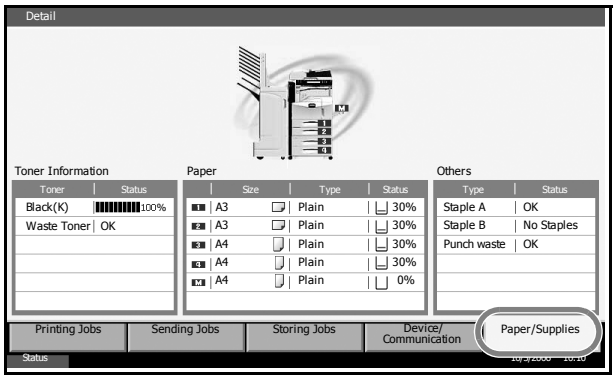
4 When the Priority Override is completed, the printing job that has been suspended will be resumed.

Checking the Remaining Amount of Toner and Paper

Check the remaining amount of toner, paper, and staple on the touch panel.

1 Press the **Status/Job Cancel** key.

2 Press [Paper/ Supplies] to check the remaining amount of toner, paper, and staple.



Toner Information

Remaining amount of toner

You can check the remaining amount of toner by 11 stages from 100 to 0%.

Status of waste toner box

You can check the status of waste toner box.

Paper

You can check the size, orientation, type, and remaining amount of paper in each paper source.

Others

You can check the status of staple and punch waste box.

Device/Communication

Check the status or configure the devices/lines installed or connected to this machine.

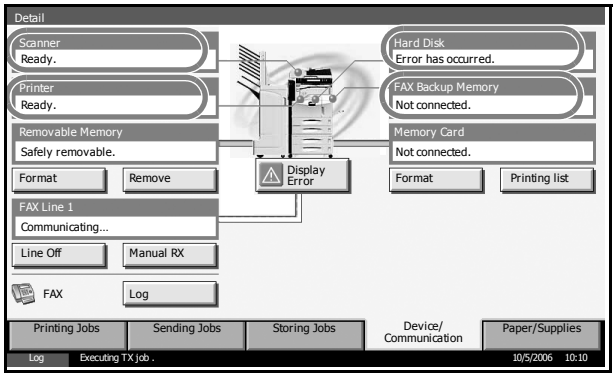
Displaying Device/Communication Screen

1 Press the **Status/Job Cancel** key.

2 Press [Device/Communication]

The screen to check the status or configure the devices is displayed.

Check of Device Status



Scanner

The status of original scanning in the document processor (optional) or the error information (paper jam, opened cover, etc.) is displayed.

Printer

The error information such as paper jam, out of toner, and out of paper, and the status such as waiting and printing are displayed.

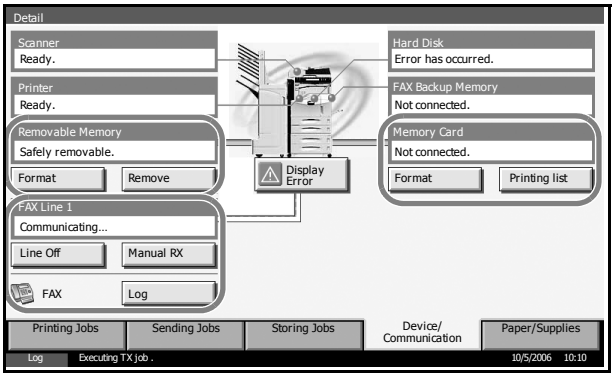
Hard Disk

The information such as formatting, overwriting for erasure, and error occurrence is displayed.

FAX Backup Memory

Usage and Capacity of the backup memory are displayed.

Configuring the Devices



Removable Memory (USB Memory)

- The usage and capacity of the external media connected to this machine are displayed.
- Press [Format] to format external media.
- Press [Remove] to safely remove the external media. For details, refer to *Removing the USB Memory* in the next section.

FAX Line 1

- The information such as sending/receiving and dialing is displayed.
- Press [Line Off] to cancel the FAX in sending/receiving. For details, refer to *Canceling FAX Communication on page 5-16* in the section afterwards.
- Press [Manual RX] to start FAX. Use this function when you want to talk to the sender before receiving the FAX originals. For details, refer to the *Operation Guide* of *FAX kit*.
- Press [Log] to display the transmission history of FAX. For details, refer to the *Operation Guide* of *FAX kit*.

Memory Card (memory for printer, Compact Flash)

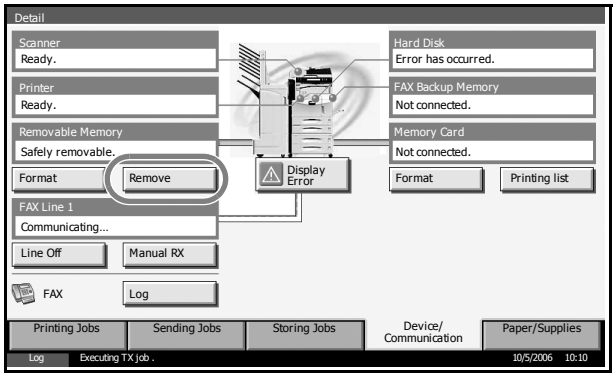
- The information such as *cannot recognize* or *unconnected* and the usage/capacity of memory card are displayed.
- Press [Format] to format the memory card.
- Press [Printing list] to print the partition list. For details, refer to *Print of Partition List*.

Removing the USB Memory

Remove the USB memory.

1 Press the **Status/Job Cancel** key.

2 Press [Device/ Communication] and then [Remove].



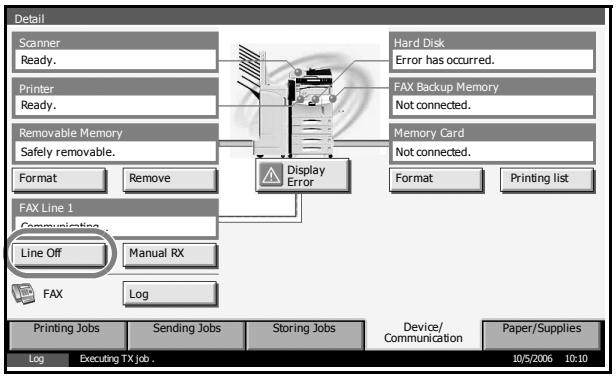
3 When *Device can be removed safely* is displayed, remove the USB memory.

Canceling FAX Communication

Cancel the communication of FAX.

1 Press the **Status/Job Cancel** key.

2 Press [Device/ Communication] and then [Line Off].



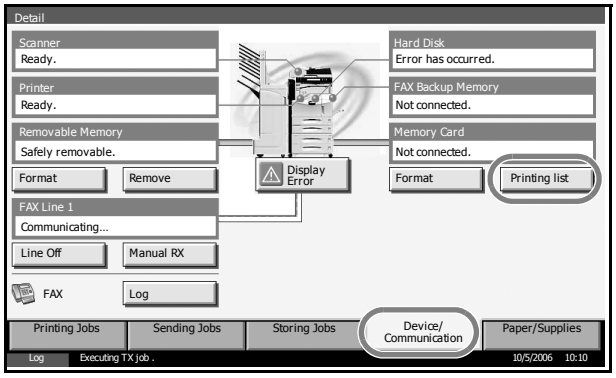
3 Press [Yes]. The line is disconnected, and the fax communication is canceled.

Printing Partition List

Print the partition list of the memory for printer (Memory Card).

1 Press the **Status/Job Cancel** key.

2 Press [Device/ Communication] and then [Printing list].



3 Press [Yes] to start printing the list.

NOTE: When the job accounting is enabled, the list may not be printed. For details, refer to *page 7-15*.

6 System Menu

This chapter explains how to configure various settings of the machine using the menus on the operation panel.

- Common Settings 6-2
- Copy Settings 6-35
- Sending Settings 6-40
- Document Box/Removable Memory Settings 6-41
- Printer Settings 6-43
- Network Setup 6-50
- Printing Reports/Sending Notice 6-53
- Adjustment/Maintenance 6-58
- Date/Timer 6-64
- Editing Destination (Address Book/Adding One-Touch Keys) 6-70
- System Initialization 6-78
- Restarting the System 6-79
- Accessibility (Enlarging Touch Panel Display) 6-80

Common Settings

Common settings include;

- Switching the Language for Display [Language] …6-2
- Default Screen …6-3
- Buzzer …6-3
- Keyboard …6-4
- Original/Paper Setup …6-5
- Switching Measurement …6-16
- Error Handling …6-17
- Output Tray …6-19
- Function Defaults …6-20

NOTE: If user login administration is valid, only administrators can change common settings.

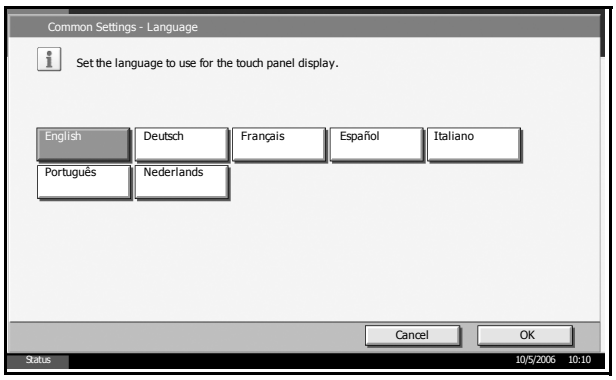
Switching the Language for Display [Language]

Select the language displayed on the touch panel.

1 Press the **System Menu** key.

2 Press [Common Settings] and then [Change] of *Language*.

3 Press the key for the language you want to use.



4 Press [OK].

5 Press the power button, check that the **Power** key/indicator and memory indicator are OFF, and turn the main power switch off.

6 Turn the main power switch on. Touch panel will be displayed in the selected language.

Default Screen

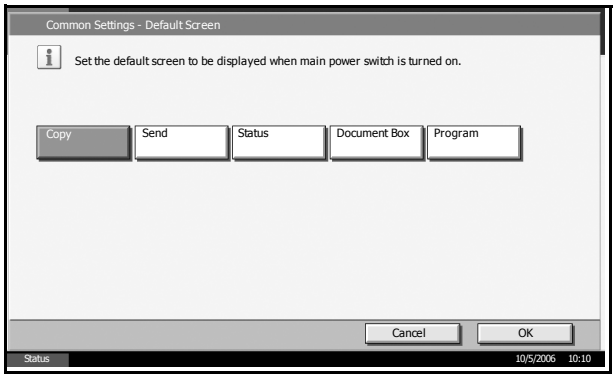
Select the screen appearing right after start-up (default screen). The options are as follows.

Item	Description
Copy	The Copy screen (the screen shown when the **Copy** key is pressed) appears.
Send	The Send screen (the screen shown when the **Send** key is pressed) appears.
Status	The Status/Job Cancel screen (the screen shown when the **Status/Job Cancel** key is pressed) appears.
Document Box	The Document Box screen (the screen shown when the **Document Box** key is pressed) appears.
Program	The Program screen (the screen shown when the **Program** key is pressed) appears.

1 Press the **System Menu** key.

2 Press [Common Settings] and then [Change] of *Default Screen*.

3 Select the screen you wish to show.



4 Press [OK].

Buzzer

Set options for buzzer sound during the machine operations.

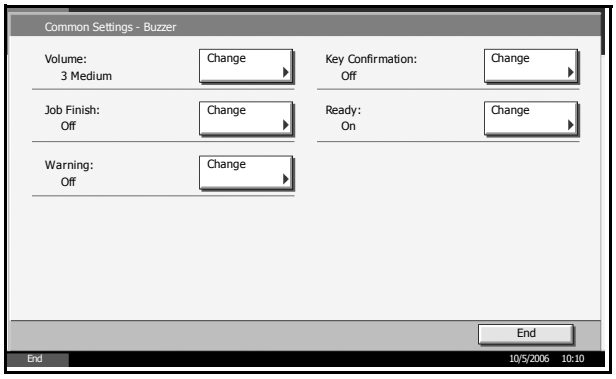
Item	Value	Description
Volume	0 (Mute), 1 (Minimum) to 5 (Maximum)	Set the buzzer volume level.

Item	Value	Description
Key Confirmation	Off, On	Announce that the control panel and touch panel keys are pressed with a beep.
Job Finish	Off, On	Announce that a print job is normally completed with a sound.
Ready	Off, On	Announce the warm-up is completed with a sound.
Warning	Off, On	Announce errors with a sound.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Sound* and then [Next] of *Buzzer*.

3 Press [Change] of *Volume*, Key Confirmation, Job Finish, Ready, or Warning.



4 Select the buzzer volume level, or other sound options.

5 Press [OK].

Keyboard

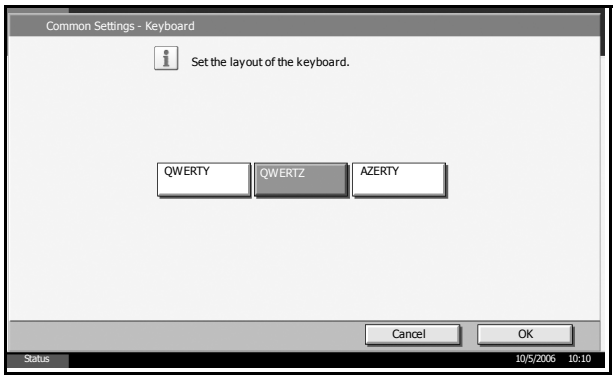
Select the character-entry keyboard layout suitable for the selected language.

Item	Description
QWERTY	QWERTY layout keyboard, mainly used for English
QWERTZ	QWERTZ layout keyboard, mainly used for German and Czech
AZERTY	AZERTY layout keyboard, mainly used for French

1 Press the **System Menu** key.

2 Press [Common Settings] and then [Change] of *Keyboard*.

3 Select the keyboard layout you want to use.



4 Press [OK].

Original/Paper Setup

Add type and size of original and paper.

Custom Original Size Setup

Set up frequently-used custom original sizes at maximum. The custom size options are displayed on the screen to select original size. The dimensions available are as follows.

Measurement	Dimensions
Inch models	X: 2 to 17" (in 0.01" increments) Y: 2 to 11.69" (in 0.01" increments)
Metric models	X: 50 to 432 mm (in 1 mm increments) Y: 50 to 297 mm (in 1 mm increments)

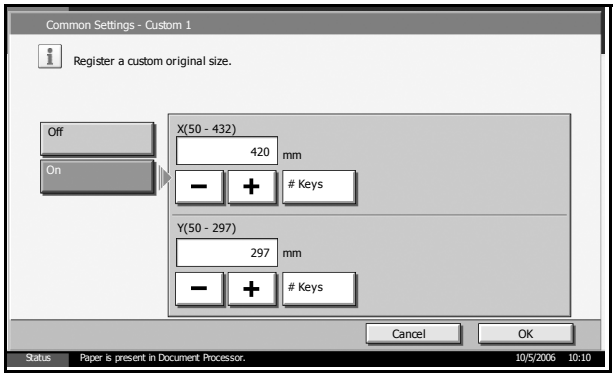
Up to four custom original sizes can be added.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original/Paper Setup* and then [Next] of *Custom Original Size*.

3 Press [Change] of *Custom 1* to *Custom 4*, on which you wish to register the size.

4 Press [On], and then press [+]/[–] or numeric keys to enter *X (horizontal)* and *Y (vertical)* dimensions.



5 Press [OK].

Adding a Custom Size and Type for Paper to Print

Set up four frequently-used custom paper sizes at maximum. The custom size options are displayed on the screen to select paper set in the Multi Purpose tray.

Measurement	Dimensions
Inch models	H: 5.83 to 17" (in 0.01" increments) V: 5.86 to 11.69" (in 0.01" increments)
Metric models	H: 148 to 432 mm (in 1 mm increments) V: 98 to 297 mm (in 1 mm increments)

Up to four custom original sizes can be added.

Select type of paper for each paper size.

Type of paper: Plain, Transparencies, Rough, Vellum, Labels, Recycled, Preprint, Bond, Cardstock, Color, Prepunched, Letterhead, Thick, Envelope, High Quality, Custom 1-8

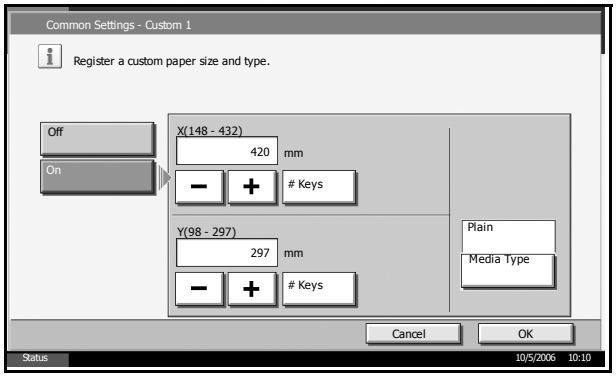
NOTE: Refer to *Paper Type on page 6-10* for Custom 1- 8 for Paper Type.

1 Press the **System Menu** key

2 Press [Common Settings], [Next] of *Original/Paper Setup* and then [Next] of *Custom Paper Size*.

3 Press [Change] of *Custom 1* to *Custom 4*, on which you want to register the size.

4 Press [On], and then press [+]/[–] or numeric keys to enter *X (horizontal)* and *Y (vertical)* dimensions.



5 Press [Media Type] to select the type of paper and press [OK] if necessary.

6 Press [OK].

Paper Size and Type Setup for Cassettes

Select paper size and type of paper for Cassette 1, 2 and optional paper feeders (Cassette 3 and 4). Select type of paper only for the optional 3000 sheet paper feeder (Cassette 3).

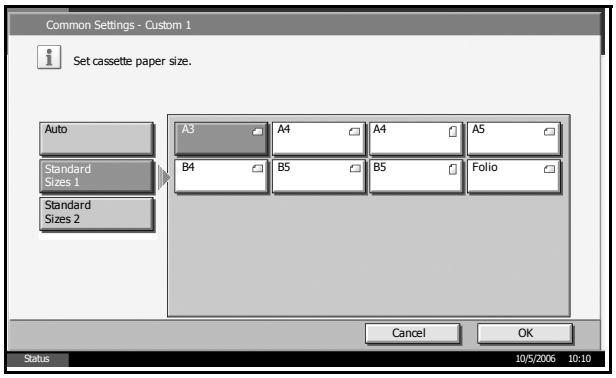
Item		Description
Paper Size	Auto	Automatically detect paper size. Select *Metric* or *inch* for paper size.
	Standard Sizes 1	Available options are as follows: Inch models: Ledger, Legal, Letter, Letter-R, Statement-R, 8.5×13.5", Oficio II Metric models: A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio
	Standard Sizes 2	Select a standard size except that selected in Standard Sizes 1. Inch models: A3, B4, A4, A4-R, A5-R, B5, B5-R, Folio, 8K, 16K, 16K-R Metric models: Ledger, Legal, Letter, Letter-R, Statement-R, 8.5×13.5", Oficio II, 8K, 16K, 16K-R
Media Type		Plain, Rough, Vellum, Recycled, Preprint, Bond, Color, Prepunched, Letterhead, Thick, High Quality, Custom

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Setup*, [Next] of *Cassette Setting*, [Next] of *Cassette 1* to *Cassette 4*, on which you want to register the size, and then [Change] of *Paper Size*.

3 To detect paper size automatically, press [Auto] and select *Metric* or *Inch* for Paper Size.

To select paper size, press [Standard Sizes 1] or [Standard Sizes 2] for Paper Size.



4 Press [OK].

5 Press [Change] of *Media Type* to select type of paper and press [OK].

Paper Size and Media Type Setup for Multi Purpose Tray

Select size and type of paper for Multi Purpose Tray. Set up frequently-used size and type of paper before use.

Item		Description
Paper Size	Auto	Automatically detect paper size. Select *Metric* or *Inch* for paper size.
	Standard Sizes 1	Available options are as follows: Inch models: Ledger, Legal, Letter, Letter-R, Statement-R, 8.5×13.5", Oficio II, Executive Metric models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Folio
	Standard Sizes 2	Select a standard size except that selected in Standard Sizes 1. Inch models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Folio, 8K, 16K, 16K-R Metric models: Ledger, Legal, Letter, Letter-R, Statement-R, 8.5×13.5", Oficio II, Executive, 8K, 16K, 16K-R
	Others	Select special standard sizes or custom sizes*. ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2
	Size Entry	Enter a size not displayed in the standard sizes. Inch models: H: 5.83 to 17" (in 0.01" increments) V: 3.86 to 11.69" (in 0.01" increments) Metric models: V: 98 to 297 mm (in 1 mm increments) H: 148 to 432 mm (in 1 mm increments)
Media Type		Plain, Transparencies, Rough, Vellum, Labels, Recycled, Preprint, Bond, Cardstock, Color, Prepunched, Letterhead, Thick, Envelope, High Quality, Custom 1-8**

* Refer to *Adding a Custom Size and Type for Paper to Print on page 6-6* for selecting Custom 1- 4 for Custom Paper Size.

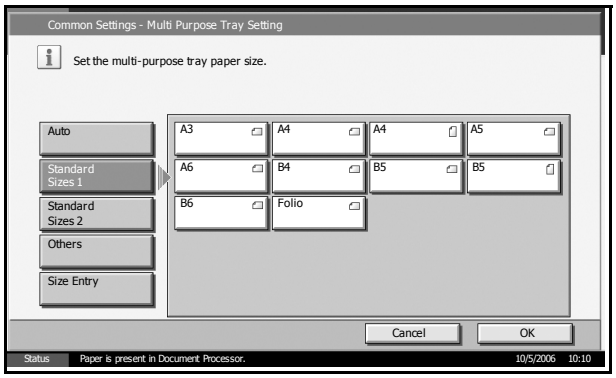
** Refer to *Paper Type on page 6-10* for selecting Custom 1- 8 from Paper Type.

1 Press the **System Menu** key.

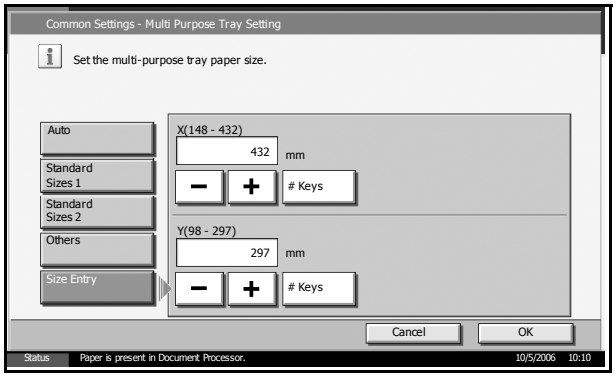
2 Press [Common Settings], [Next] of *Original/Paper Setup*, [Next] of *MP Tray Setting* and then [Change] of *Paper Size*.

3 To detect paper size automatically, press [Auto] and select *Metric* or *Inch* for Paper Size.

To select paper size, press [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] for Paper Size.



If you select [Size Entry], press [+]/ [–] to enter *X (horizontal)* and *Y (vertical)* dimensions.



4 Press [OK].

5 Press [Change] of *Media Type* to select the type of paper and press [OK].

Paper Type

Select weight for each type of paper. The options for type and weight of paper are as follows.

Paper availability for cassettes

●: Available ×: Not available

Paper Weight	Light	Normal 1	Normal 2	Normal 3	Heavy 1	Heavy 2	Heavy 3	Extra Heavy
Weight (g/m^2), Paper type	$64g/m^2$ or less	$60g/m^2$ to $75g/m^2$	$76g/m^2$ to $90g/m^2$	$91g/m^2$ to $105g/m^2$	$106g/m^2$ to $135g/m^2$	$136g/m^2$ to $170g/m^2$	$171g/m^2$ and more	Transparencies
Plain	●	●	●	●	×	×	×	×
Rough	●	●	●	●	×	×	×	×
Vellum	●	●	●	●	×	×	×	×
Recycled	●	●	●	●	×	×	×	×

Paper Weight	Light	Normal 1	Normal 2	Normal 3	Heavy 1	Heavy 2	Heavy 3	Extra Heavy
Preprint	●	●	●	●	×	×	×	×
Bond	●	●	●	●	×	×	×	×
Color	●	●	●	●	×	×	×	×
Prepunched	●	●	●	●	×	×	×	×
Letterhead	●	●	●	●	×	×	×	×
High Quality	●	●	●	●	×	×	×	×
Custom 1-8	●	●	●	●	×	×	×	×

Paper availability for Multi Purpose Tray

●: Available ×: Not available

Paper Weight	Light	Normal 1	Normal 2	Normal 3	Heavy 1	Heavy 2	Heavy 3	Extra Heavy
Weight (g/m^2), Paper type	$64g/m^2$ or less	$60g/m^2$ to $75g/m^2$	$76g/m^2$ to $90g/m^2$	$91g/m^2$ to $105g/m^2$	$106g/m^2$ to $135g/m^2$	$136g/m^2$ to $170g/m^2$	$171g/m^2$ and more	Transparencies
Plain	●	●	●	●	×	×	×	×
Transparencies	×	×	×	×	×	×	×	●
Rough	●	●	●	●	●	×	×	×
Vellum	●	●	●	●	×	×	×	×
Labels	×	×	×	×	●	●	●	×
Recycled	●	●	●	●	×	×	×	×
Preprint	●	●	●	●	×	×	×	×
Bond	●	●	●	●	●	×	×	×
Cardstock	×	×	×	×	●	●	●	×
Color	●	●	●	●	×	×	×	×
Prepunched	●	●	●	●	×	×	×	×
Letterhead	●	●	●	●	●	×	×	×
Thick	×	×	×	●	●	●	●	×
Envelope	×	×	×	×	●	●	●	×
High Quality	●	●	●	●	●	×	×	×
Custom 1-8	●	●	●	●	●	●	●	●

For Custom 1-8, settings for duplex printing and paper type name can be changed.

Item		Description
Duplex	Prohibit	Duplex printing not allowed.
	Permit	Duplex printing allowed.
Name		Change names for Custom 1-8. Names should be not more than 15 characters. Selecting paper type at Multi Purpose Tray, the name after change will be displayed.

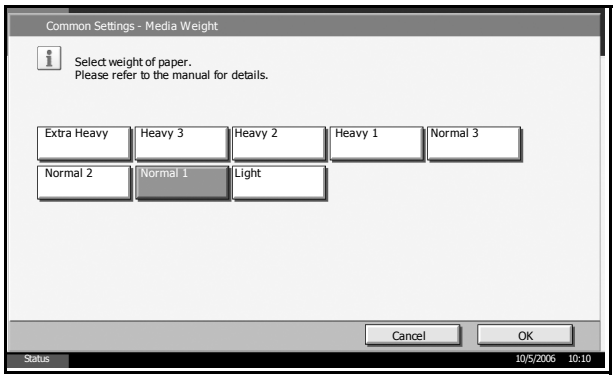
1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original/Paper Setup* and then [Next] of *Media Type Setting*.

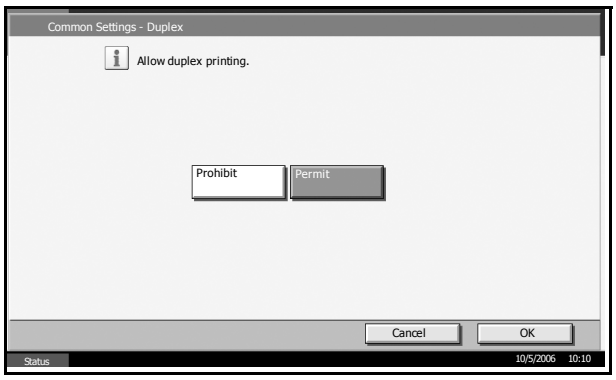
3 Press [Next] for the type of paper you want to change weight.

4 Press [Change] of *Media Weight*.

5 Select the weight and press [OK].



6 To change the duplex printing settings for Custom 1 (-8), press [Change] of *Duplex*, select [Prohibit] or [Permit] and press [OK].



7 To change the name for Custom 1(-8), press [Change] of *Name* to enter the name and press [OK].

NOTE: Refer to the *Appendix* of the *Operation Guide* for entering characters.

Default Paper Source

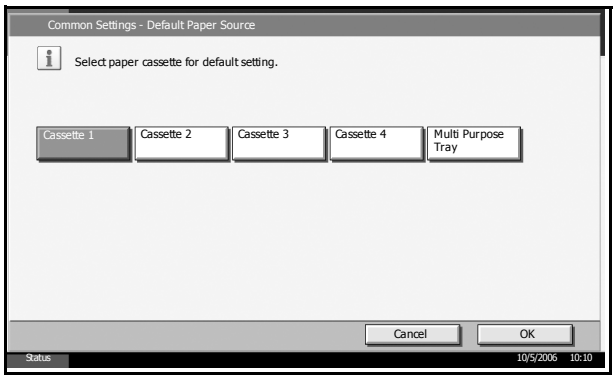
Select the default paper source from Cassette 1-4 and Multi Purpose Tray.

NOTE: [Cassette 3] and [Cassette 4] are displayed when the optional paper feeders or optional 3000 sheet paper feeder installed.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original/Paper Setup* and then [Change] of *Default Paper Source*.

3 Select default setting for paper cassette.



4 Press [OK].

Automatic Detection of Originals

Automatically detect originals of special or non-standard size.

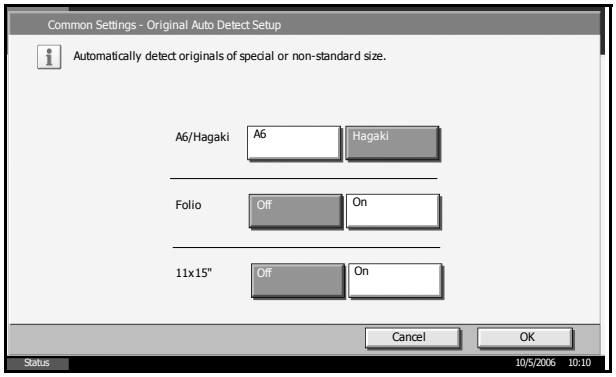
Item	Description
A6/Hagaki	As A6 and Hagaki are similar in size, select either one of them for automatic detection.
Folio	Select Folio for automatic detection.
11×15"	Select the 11×15" size for automatic detection.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original/Paper Setup* and then [Next] of *Original Auto Detect*.

3 Select [A6] or [Hagaki] of *A6/Hagaki*.

Select [Off] to disable automatic detection or [On] to enable automatic detection of *Folio* and *11×15"* respectively.



4 Press [OK].

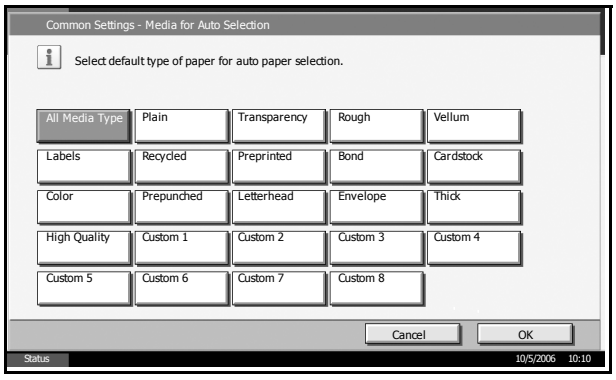
Media for Auto Selection

Select default type of paper for auto paper selection when [Auto] is selected of Paper Selection. If selecting *Plain*, the paper source loading plain paper in the specific size. Select [All Media Type] for the paper source loading any kind of paper in specific size.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original/Paper Setup* and then [Change] of *Media for Auto Selection*.

3 Select [All Media Type] or any media type for paper selection.



4 Press [OK].

Paper Source for Cover

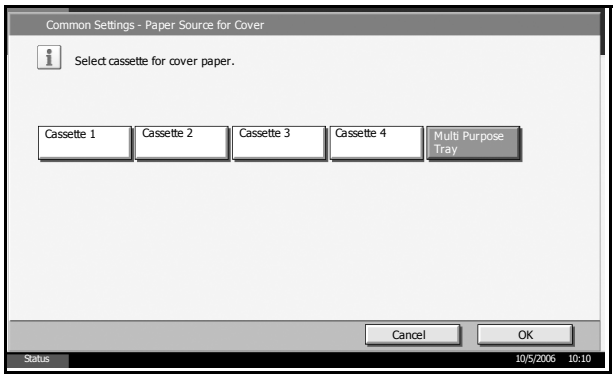
Select paper source for cover from Cassette 1-4 or Multi Purpose Tray. Cover is used for Booklet (see *page 1-35*) and Cover (see *page 1-28*) modes.

NOTE: [Cassette 3] and [Cassette 4] are displayed when the optional paper feeders or optional 3000 sheet paper feeder installed.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original/Paper Setup* and then [Change] of *Paper Source for Cover*.

3 Select the paper source to load cover paper.



4 Press [OK].

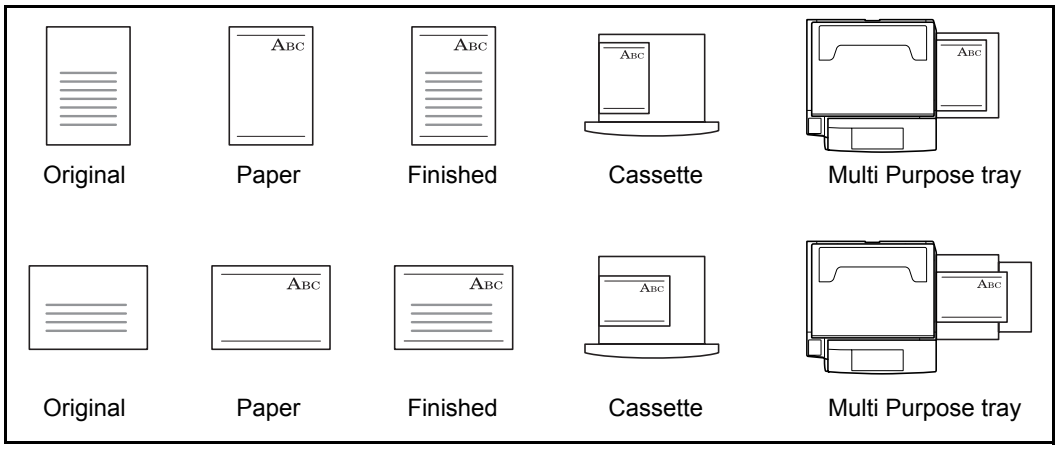
Special Paper Action

To print on Prepunched, Preprint, and Letterhead, punch-holes might fail to be aligned or print direction might be upside down depending on how to set the originals and combination of copying functions. In such a case, select [Adjust Print Direction] to adjust the print direction. When paper orientation is not important, select [Speed Priority].

Item	Description
Adjust Print Direction	Adjust print direction. Print speed gets a little slower. Select this item to print on Prepunched, Preprint and Letterhead.
Speed Priority	Give the job speed top priority and pay no attention to the paper orientation. Select this item when paper orientation is not important.

If you select [Adjust Print Direction], load paper according to the steps below.

Example: copying on Letterhead

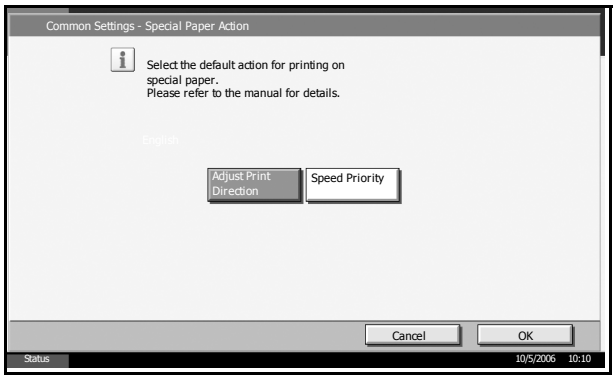


NOTE: When loading cover paper in a cassette or Multi Purpose tray, load the face, on which printing is supposed to be done, upward.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original/Paper Setup* and then [Change] of *Special Paper Action*.

3 Select [Adjust Print Direction] or [Speed Priority].



4 Press [OK].

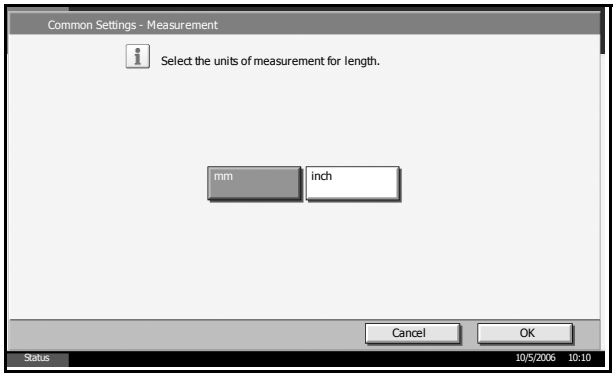
Switching Measurement

Select inch or metric for the unit for paper dimensions.

1 Press the **System Menu** key.

2 Press [Common Settings] and then [Change] of *Measurement*.

3 Select [mm] for metric or [Inch] for inch.



4 Press [OK].

Error Handling

Select whether cancelling or continuing the job when error has occurred. The possible errors and what to do for the errors are as follows.

Duplexing Paper Error

Select what to do when duplex printing is not possible for the selected paper size and type.

Item	Description
1-sided	Printed in 1-sided
Display Error	Error message to cancel printing is displayed.

Finishing Paper Error

Select what to do when finishing (Staple, Punch, Offset or Auto Image Rotation) is not available for the selected size and type.

Processing	Description
Ignore	Printed by ignoring the selected finishing function.
Display Error	Error message to cancel printing is displayed.

No Staple Error

Select what to do when staples run out during printing.

Item	Description
Not Stapling	Printing continues without stapling.
Error Display	Error message to cancel printing is displayed.

NOTE: The messages are displayed when the optional paper feeders, built-in finisher or optional 3000 sheet finisher is installed.

Stapling Limit Error

Select what to do when staple capacity is exceeded during printing.

Item	Description
No Stapling	Printing continues without stapling.
Error Display	Error message to cancel printing is displayed

NOTE: The messages are displayed when the optional paper feeders, built-in finisher or optional 3000 sheet finisher is installed.

Punch Waste Full Error

Select what to do when the punch waste box becomes full during printing.

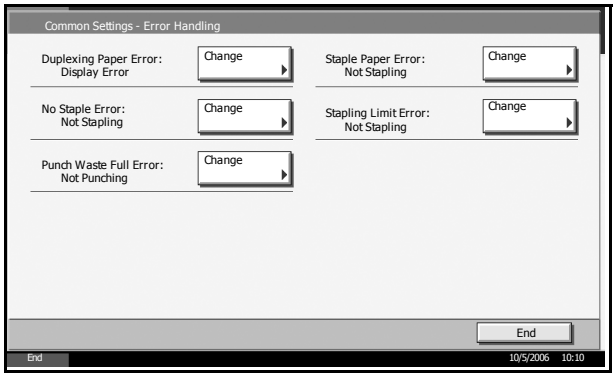
Processing	Description
No punching	Printing continues without punching.
Error Display	Error message to cancel printing is displayed.

NOTE: The messages are displayed when the optional 3000 sheet finisher and punch unit are installed.

1 Press the **System Menu** key.

2 Press [Common Settings] and then [Change] of *Error Handling*.

3 Press [Change] at the error you wish to change what to do about it.



4 Select what to do about errors and press [OK].

Output Tray

Select output tray respectively for copy jobs, print jobs from Custom Box, computers, and FAX RX data. The options are as follows.

Output Tray	Descriptions
Top Tray	Delivered on Top Tray of the machine.
Finisher Tray	Delivered on Tray set to the optional document finisher or built-in finisher.
Tray A, Tray B*, Tray C*	Delivered on Tray A-C of the optional 3000 sheet document finisher.
Job Separator	Delivered on the optional job separator.
Tray 1-7 *	Delivered on Tray 1-7 (1: uppermost) of the optional Mailbox.

* Select [Face Up] (print surface up) or [Face Down] (print surface down) for paper orientation at output.

NOTE: Optional job separator, document finisher, 3000 sheet document finisher, and Mailbox are required.

FAX RX data output can be specified when the optional fax kit.

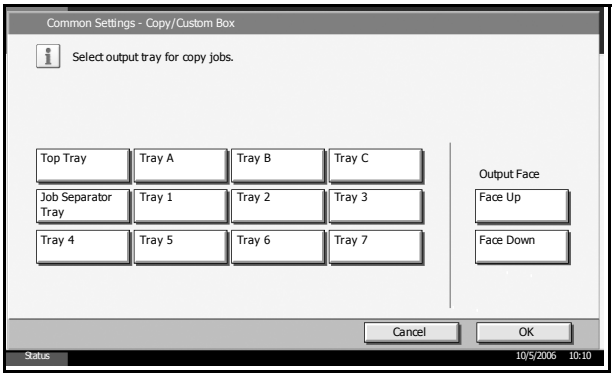
1 Press the **System Menu** key.

2 Press [Common Settings] and then [Change] of *Output Tray*.

3 Press [Change] of *Copy/Custom Box*, *Printer*, or *FAX*.

4 Select Output Tray.

For [Finisher Tray], [Tray B], [Tray C] or [Tray 1-7], select [Face Up] (print surface up) or [Face Down] (print surface down) for paper orientation at output.



5 Press [OK].

Function Defaults

Defaults are the values automatically set after the warm-up completed or the **Reset** key pressed.

Set the defaults for available settings such as copying and sending. Setting the frequently-used values as defaults makes subsequent jobs easier.

Original Orientation

Set the original orientation defaults. The options are as follows.

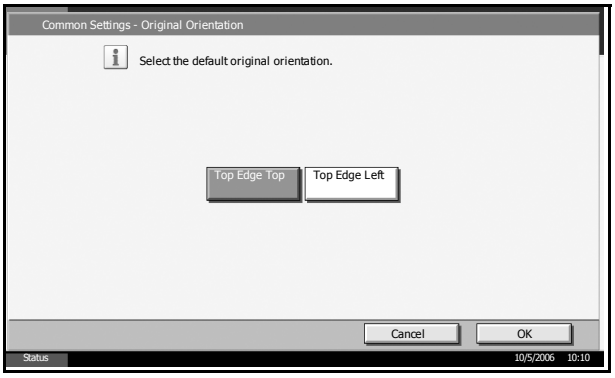
Item	Description
Top Edge Top	Select the original's top edge at the back.
Top Edge Left	Select the original's top edge at the left.

Refer to *page 1-10 for Original Orientation.*

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults* and then [Change] of *Original Orientation*.

3 Select [Top Edge Top] or [Top Edge Left] for the default.



4 Press [OK].

Continuous Scan

Set the continuous scan defaults.

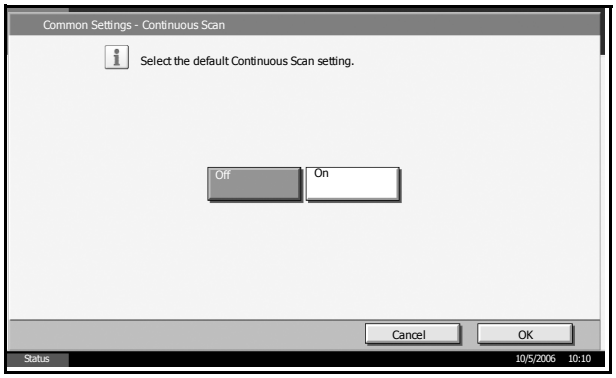
Item	Description
Off	Continuous scan not performed
On	Continuous scan performed

Refer to *page 1-10 for Original Orientation.*

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults* and then [Change] of *Continuous Scan*.

3 Select [Off] or [On] for the default.



4 Press [OK].

Original Image

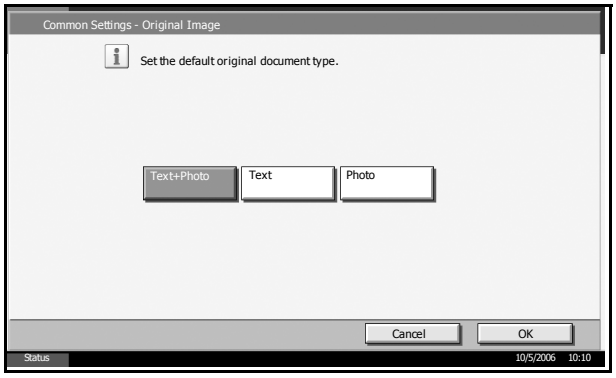
Set the default original document type.

Item	Description
Text+Photo	Originals which contain a mixture of text and photos
Text	Documents and other originals with more texts
Photo	Originals which contain photos

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults* and then [Change] of *Original Image*.

3 Select the default for [Text+Photo], [Text] or [Photo].



4 Press [OK].

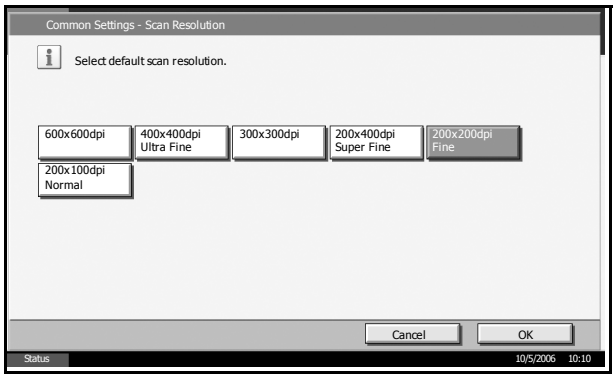
Resolution

Select the default scanning resolution. The options are 600×600 dpi, 400×400 dpi Ultra Fine, 300×300 dpi, 200×400 dpi Super Fine, 200×200 dpi Fine, 200×100 dpi Normal.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults* and then [Change] of *Scan Resolution*.

3 Select the default resolution.



4 Press [OK].

Color Selection

Select the default scanning color setting.

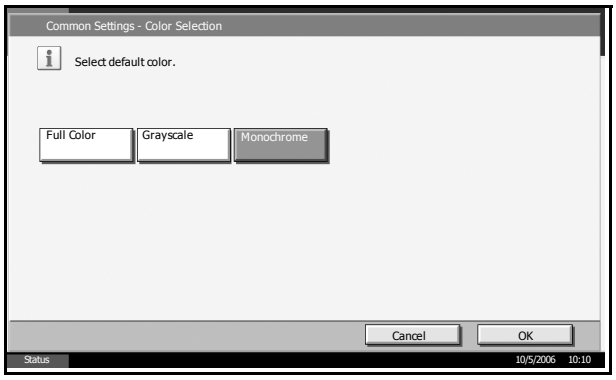
Color mode	Description
Full color	Scan document in full color.
Grayscale	Scan document in grayscale for smoother and finer finish.

Color mode	Description
Monochrome	Scan document in black and white. File size gets smaller than Full Color or Grayscale.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults* and then [Change] of *Color Selection*.

3 Select the default color setting.



4 Press [OK].

File Format

Select the default file type to send the scanned originals.

File Format	Description
TIFF	Send files in TIFF format.
PDF	Send files in PDF format.
JPEG	Send files in JPEG format.
High Comp. PDF*	Send files in High Comp. PDF format (refer to *page 2-15*).

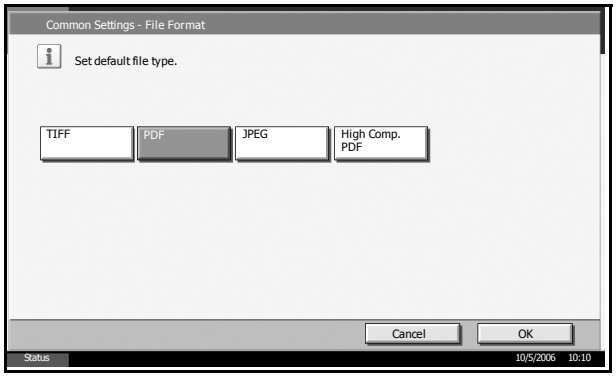
* Only when the optional PDF upgrade kit installed.

NOTE: Refer to *page 2-14* for file formats.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults* and then [Change] of *File Format*.

3 Select the default file format.



4 Press [OK].

File Separation

Select the default file separation setting.

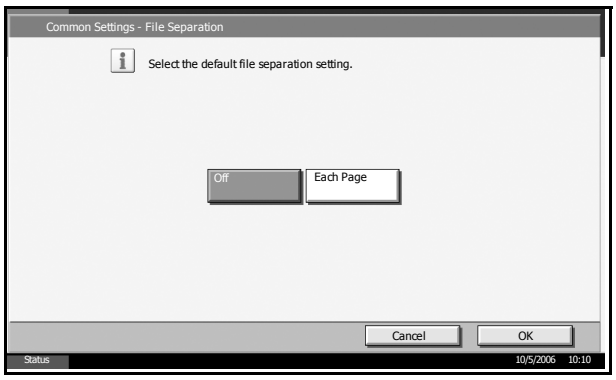
File Format	Description
Off	No file separation performed (all the pages are compiled in one file).
Each Page	Each scanned page is created into a separate file.

NOTE: Refer to *page 2-18* for file separation.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults* and then [Change] of *File Separation*.

3 Select the default for [Off] or [Each Page].



4 Press [OK].

Density

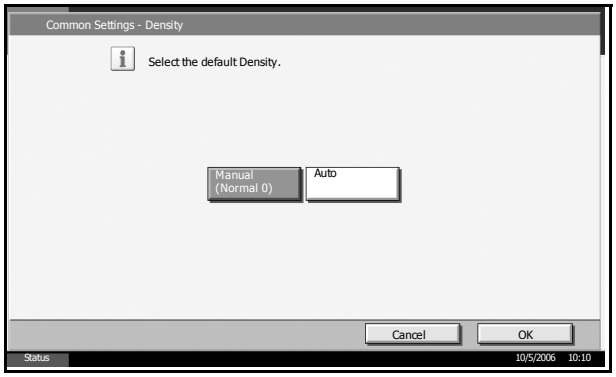
Set the default density.

Item	Description
Manual	Set to 0 (Normal) in the Manual density.
Auto	Set to Auto density.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults* and then [Change] of *Density*.

3 Select the default density.



4 Press [OK].

Zoom

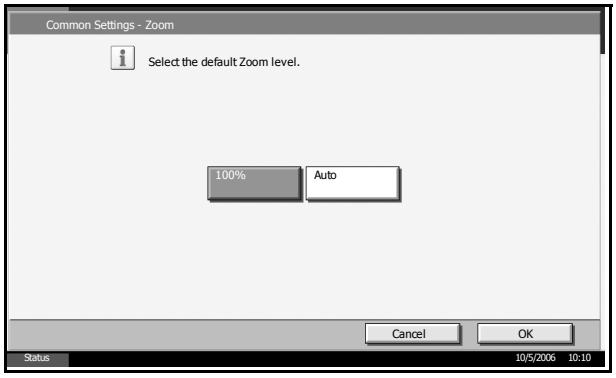
Select the enlarged/reduced default when paper size/sending size changed after the originals set.

Item	Description
100%	Copy (send/save) at actual size (100%).
Auto	Automatically reduce or enlarge the originals to match paper size/ sending size.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults* and then [Change] of *Zoom*.

3 Select the default zoom setting.



4 Press [OK].

File Name Entry

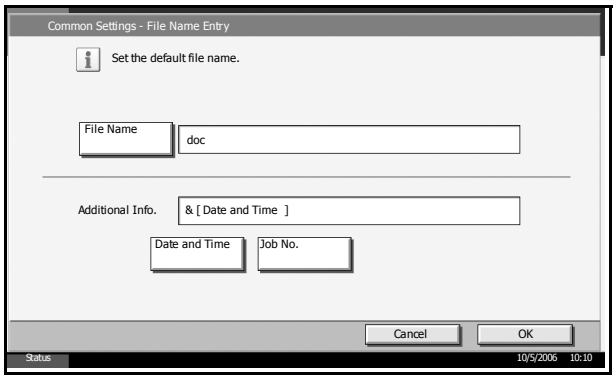
Set an automatically entered name (default) for jobs. Additional information such as Date and Time and Job No. can also be set.

NOTE: Refer to *page 1-52* and *page 2-30 for name entry.*

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults*, [▼] and then [Change] of *File Name Entry*.

3 Press [File Name] to enter the file name in not more than 30 characters.



NOTE: Refer to the *Appendix* of the *Operation Guide for entering characters.*

4 Press [OK].

5 Press [Date and Time] to add the date/time to the job, or press [Job No.] to add the job number to the job. The added information will be displayed in *Additional Info.*.

6 Press [OK].

E-mail Subject/Body

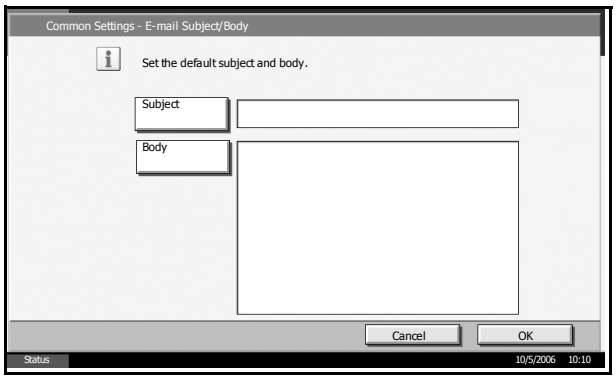
Set the subject and body automatically entered (default subject and body) when sending the scanned originals by E-mail.

NOTE: Refer to *Chapter 2* of the *Operation Guide for sending E-mail.*

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults*, [▼], and then [Change] of *E-mail Subject/Body*.

3 Press [Subject] to enter the E-mail subject in not more than 60 characters.



NOTE: Refer to the *Appendix* of the *Operation Guide for entering characters.*

4 Press [OK].

5 Press [Body] to enter the E-mail body in not more than 500 characters.

6 Press [OK].

7 Check if the entries are correct and press [OK].

Border Erase Default

Set the default border width to be erased.

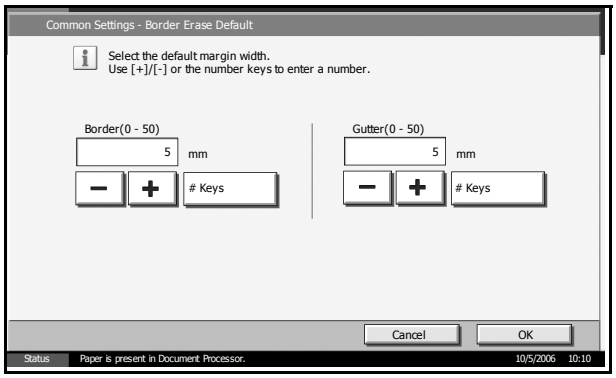
Specification	Range
Inch models	0 to 2" (in 0.01" increments)
Metric models	0 mm to 50 mm (in 1 mm increments)

NOTE: Refer to *page 1-26* and *page 2-27 for Border Erase*.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults*, [▼] and then [Change] of *Border Erase Default*.

3 Press [+] or [–] for the *Border* and *Gutter* width to erase.



4 Press [OK].

Margin Default

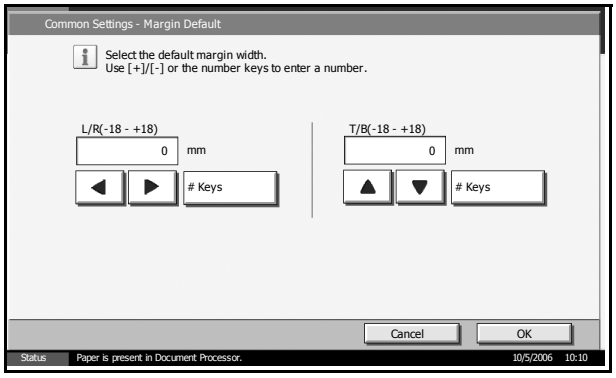
Set the default margin.

Specification	Range
Inch models	-0.75 to 0.75" (in 0.01" increments)
Metric models	-18 mm to 18 mm (in 1 mm increments)

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults*, [▼] and then [Change] of *Margin Default*.

3 Press [◀] or [▶] for the *Left/Right* and press [▲] or [▼] for *Top/Bottom* width margin.



4 Press [OK].

Collate/Offset

Set the defaults for Collate/Offset.

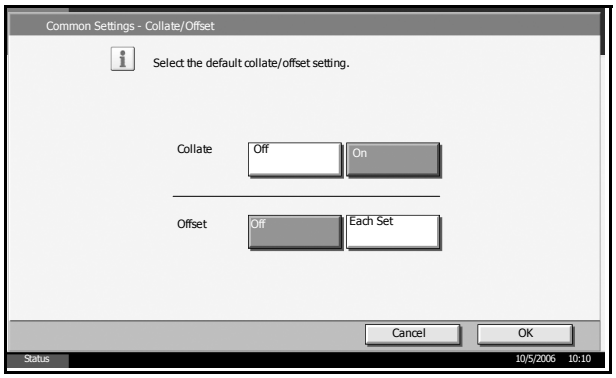
Item		Description
Collate	Off	Collate not performed.
	On	Collate performed.
Offset	Off	Offset not performed.
	Each Set (Each Page)	Offset performed. (If [Off]) is selected of Collate, it is performed [Each Page].)

NOTE: Refer to *page 1-12 for Collate/Offset.*

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults*, [▼] and then [Change] of *Collate/Offset*.

3 Select the defaults for Collate and Offset respectively.



4 Press [OK].

Auto Image Rotation

Select the default Auto Image Rotation setting.

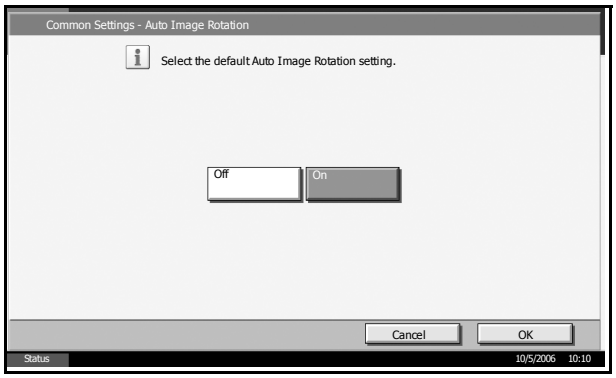
Item	Description
Off	No Auto Image Rotation performed.
On	Auto Image Rotation performed.

NOTE: Refer to *page 1-47 for Auto Image Rotation*.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults*, [▼] and then [Change] of *Auto Image Rotation*.

3 Select the default for [Off] or [On].



4 Press [OK].

Form Overlay (Copy)

Select the default form and form density from Form Box for form overlay for copy jobs.

NOTE: Refer to *page 1-36* for Form Overlay (Copy).

1 Press the **System Menu** key.

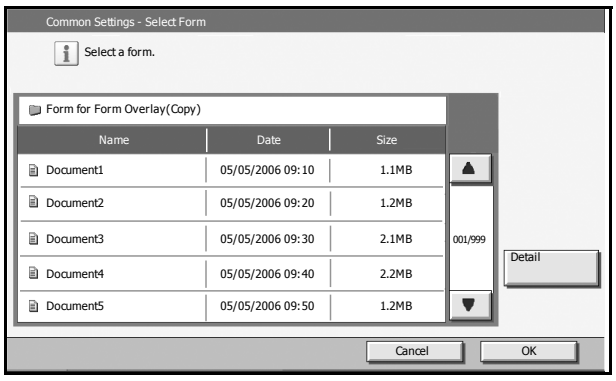
2 Press [Common Settings], [Next] of *Function Defaults*, [▼] and then [Change] of *Form Overlay (Copy)*.

3 Press [Select Stored From].

4 Press [+] or [–] to enter the form density.

5 Press [Select Form].

6 Select the form that you want to use and press [OK].



NOTE: Press [Detail] to check File Name, Storing Size (Document size), Data Size, and Date Stored for the Form.

7 Press [OK].

Form Overlay (Box)

Select the default form and form density from Custom Box for form overlay for box print jobs.

NOTE: Refer to *page 4-22 for Form Overlay (Box)*.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults*, [▼] and [Change] at *Form Overlay (Box)*.

3 Press [Select Stored From].

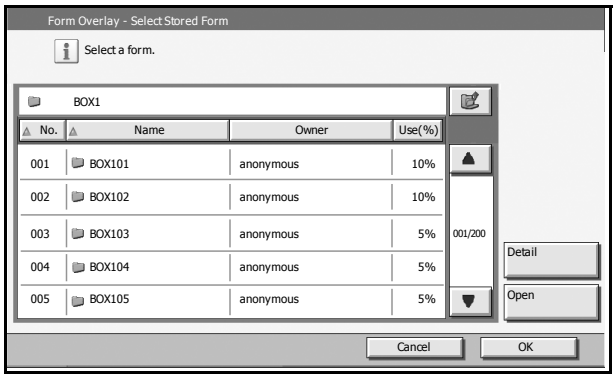
4 Press [+] or [–] to enter the form density.

5 Press [Select Form].

6 Select the Box where the Form is stored and press [Open].

NOTE: Press [Detail] to check Box No., Box Name, Usage Restriction, Owner, Permission and Auto File Deletion.

7 Select the Form that you want to use and press [OK].



NOTE: Press [Detail] to check File Name, Storing Size (Document size), Data Size, Pages, Resolution, Color/Monochrome, Data Size, and Date Stored in the Form.

8 Press [OK].

EcoPrint

Select the EcoPrint default.

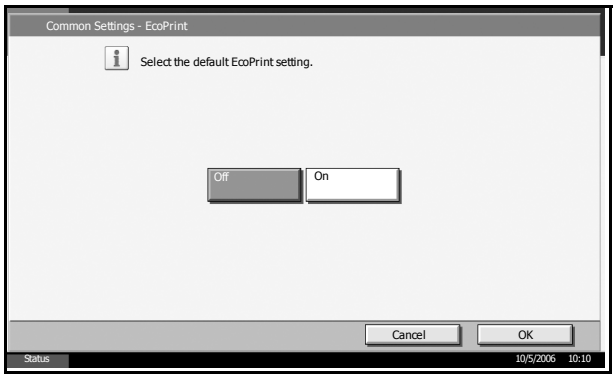
Item	Description
Off	No EcoPrint performed.
On	EcoPrint performed.

NOTE: Refer to *page 1-44 for EcoPrint*.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Function Defaults*, [▼] and then [Change] of *EcoPrint*.

3 Select [Off] or [On] for the default.



4 Press [OK].

PDF/TIFF/JPEG Image

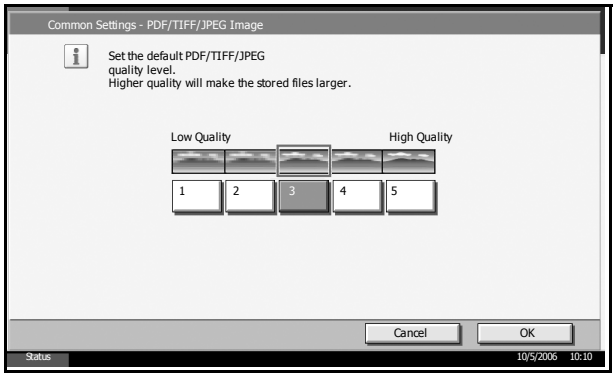
Select the default PDF/TIFF/JPEG file quality. Five options are available from 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.).

NOTE: Higher quality will make the stored files larger.
Refer to *page 2-14* for file formats.

1 Press the **System Menu** key.

2 Press [Common Settings] and [Next] of *Function Defaults*. Press [▼] twice and then [Change] of *PDF/TIFF/JPEG Image*.

3 Select the default image quality from [1 Low Quality (High Comp.) to [5 High Quality (Low Comp.)].



4 Press [OK].

High Comp. PDF Image

Select the default High Comp.

* Only when the option kit for upgrading PDF is used

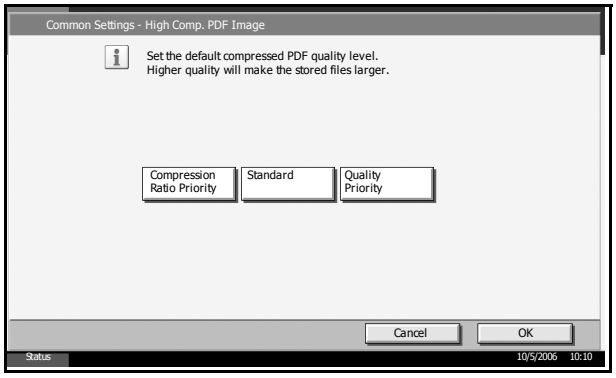
Item	Description
Compression Ratio Priority	Compression Ratio comes first with smaller file size.
Standard	Standard quality
Quality Priority	Image quality comes first with larger file size.

NOTE: Higher quality will make the stored files larger.
Refer to *page 2-14* for file formats.

1 Press the **System Menu** key.

2 Press [Common Settings] and [Next] of *Function Defaults*. Press [▼] twice and [Change] of *High Comp. PDF Image*.

3 Select the default for [Compression Ratio Priority], [Standard], or [Quality Priority].



4 Press [OK].

Repeat Copying

Select the Repeat Copy default. The options are as follows.

Item	Description
Off	No Repeat Copy is performed.
On	Repeat Copy is performed.

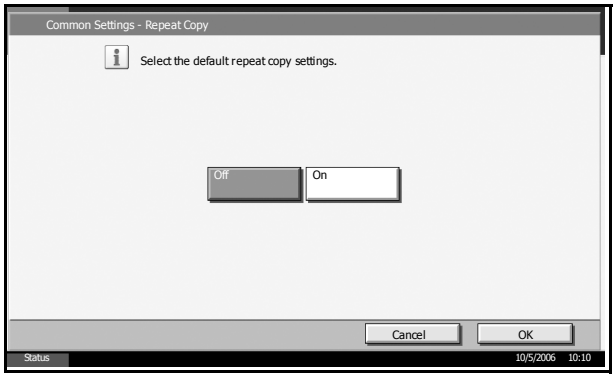
NOTE: This setting is not displayed when the optional Security Kit is installed or the Repeat Copy job is set to *0*.

Refer to *page 1-55 for Repeat Copy*.

1 Press the **System Menu** key.

2 Press [Common Settings] and [Next] of *Function Defaults*. Press [▼] twice and [Change] of *Repeat Copy*.

3 Select the default for [Off] or [On].



4 Press [OK].

Copy Settings

The following settings are available for copying functions.

- Border Erase to Back Page …6-35
- Paper Selection …6-36
- Auto Paper Selection …6-36
- Auto % Priority …6-37
- Preset Limit …6-37
- Quick Setup Registration …6-38

NOTE: If user login administration is valid, only administrators can change copy settings.

Border Erase to Back Page

Select the Border Erase Method for Back of Page.

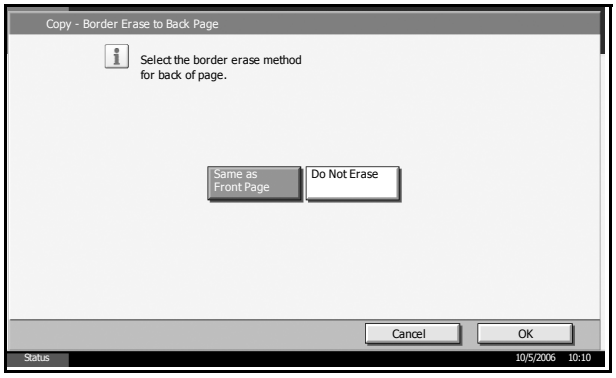
Item	Description
Same as Front Page	Border Erase performed in the same setting as the front page
Do not Erase	No Border Erase performed on the back page

NOTE: Refer to *page 1-26* and *page 2-27* for Border Erase.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Border Erase to Back Page*.

3 Press [Same as Front Page] or [Do not Erase].



4 Press [OK].

Paper Selection

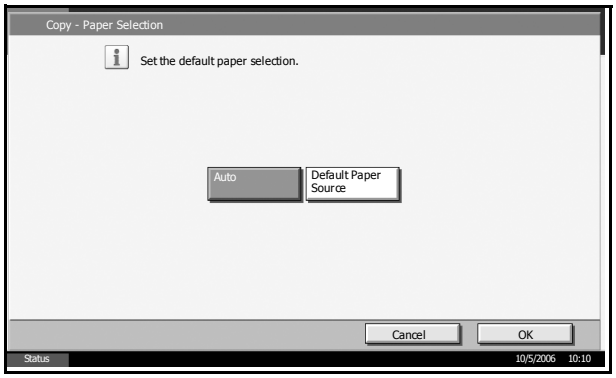
Set the default paper selection.

Item	Description
Auto	Automatically select the cassette containing paper in the same size as originals.
Default Paper Source	Select paper source set by Default Paper Source (refer to *page 6-13*).

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Paper Selection*.

3 Press [Auto] or [Default Paper Source].



4 Press [OK].

Auto Paper Selection

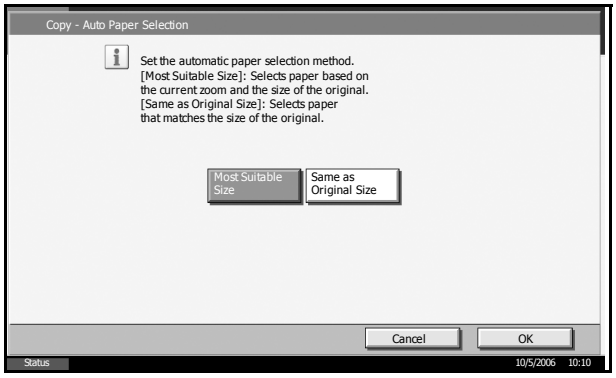
If [Auto] is selected for Paper Selection, set the paper size selection method when the zoom changed.

Item	Description
Most Suitable Size	Select paper based on the current zoom and the size of the original.
Same as Original Size	Select paper that matches the size of the original, regardless the zoom.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Auto Paper Selection*.

3 Press [Most Suitable Size] or [Same as Original Size].


Copy - Auto Paper Selection
Set the automatic paper selection method.
[Most Suitable Size]: Selects paper based on the current zoom and the size of the original.
[Same as Original Size]: Selects paper that matches the size of the original.
Most Suitable Size
Same as Original Size
Cancel
OK
Status
10/5/2006 10:10

4 Press [OK].

Auto % Priority

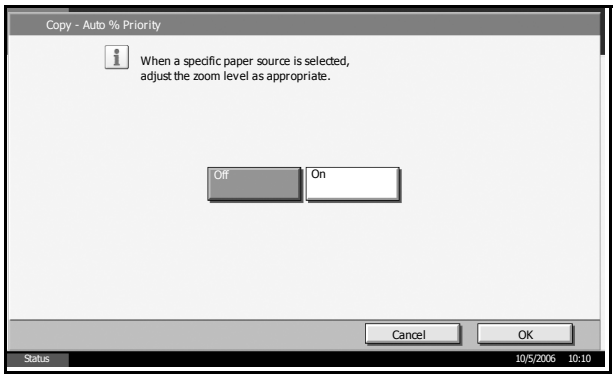
When a paper source of different size from the original is selected, select whether automatic zoom (reduce/zoom) is performed.

Item	Description
Off	No zoom performed (copied in original size).
On	Automatic zoom performed as appropriate.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Auto % Priority*.

3 Select the default for [Off] or [On].



4 Press [OK].

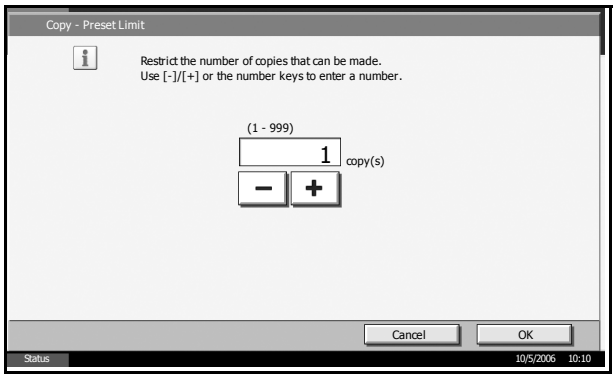
Preset Limit

Restrict the number of copies that can be made at one time. Options are 1-999 copies.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Preset Limit*.

3 Press [+] or [–] or use the numeric keys to enter the number of copies that you want to restrict.



4 Press [OK].

Quick Setup Registration

Select the copying functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary. Six items in the following options are available.

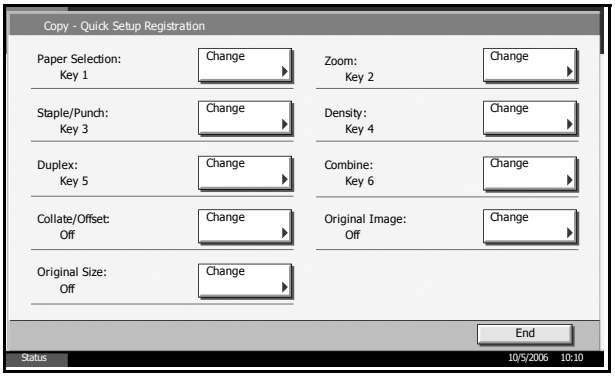
- Paper Selection
- Zoom
- Staple/Punch
- Density
- Duplex
- Combine
- Collate/Offset
- Original Image
- Original Size

NOTE: Refer to *Chapter 3 Quick Setup Registration* of the *Operation Guide* for the Quick Setup steps.

1 Press the **System Menu** key.

2 Press [Copy] and [Next] of *Quick Setup Registration*.

3 Press [Change] of the function to be registered in Quick Setup.



4 Select a key (1-6) allocated on the *Quick Setup Registration* screen. Press [Off] to delete a key from the Quick Setup.

5 Press [OK].

Sending Settings

Select the sending functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary.

Six items in the following options are available.

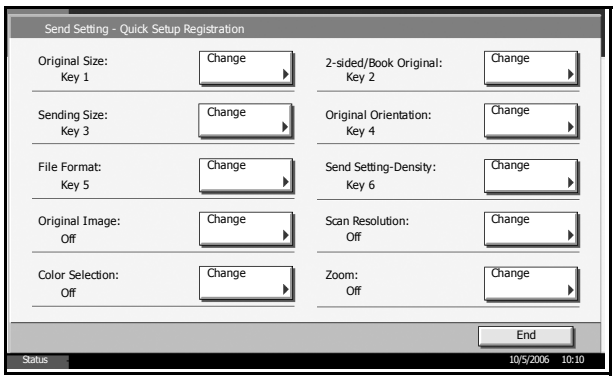
- Original Size
- 2-sided/Book Original
- Sending Size
- Original Orientation
- File Format
- Density
- Original Image
- Resolution
- Color Selection
- Zoom

NOTE: If user login administration is valid, only administrators can change sending settings.

1 Press the **System Menu** key.

2 Press [Send Setting] and [Next] of *Quick Setup Registration*.

3 Press [Change] of the function to be registered in Quick Setup.



4 Select a key (1-6) allocated on the *Quick Setup Registration* screen. Press [Off] to delete a key from the Quick Setup.

5 Press [OK].

Document Box/Removable Memory Settings

The following settings are available for Document Box and removable USB memory.

- Registering / Editing Box …6-41
- Job Box …6-41
- Quick Setup Registration …6-41

Registering / Editing Box

Creates a new box, corrects a box, or checks details of a box in the custom box, or deletes a box from the custom box. For details, refer to *Using Custom Box on page 4-5*.

Job Box

The following two operations can be done. For details, refer to each page shown below.

- Changing the number of documents to store (*page 4-18*)
- Changing the number of documents to store (*page 4-21*)

Quick Setup Registration

Select the Storing in Box, Sending from Box, Printing from Box functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary.

The options are as follows.

Store File Quick Setup

- Color
- Storing Size
- Density
- 2-sided/Book Original
- Resolution
- Zoom
- Original Orientation
- Original Size
- Original Image

Printing from Box Quick Setup

- Paper Selection
- Collate/Offset
- Staple/Punch
- Duplex
- Delete After Printed

Sending from Box Quick Setup

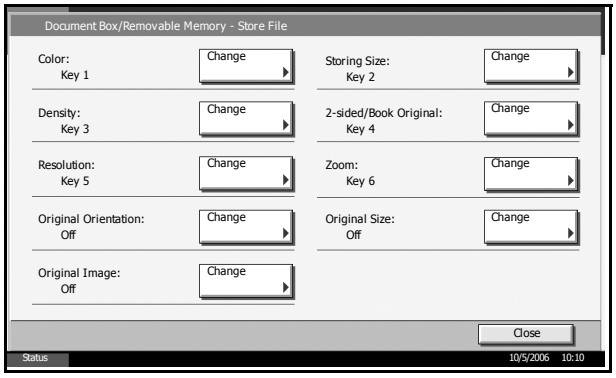
- File Format
- Delete after Transmitted

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory] and [Next] of *Quick Setup Registration*.

3 Press [Next] of *Store File*, *Send*, or *Print*.

4 Press [Change] of the function to be registered in Quick Setup.



5 Select a key (1-6) allocated on the *Quick Setup* screen. Press [Off] to delete a key from the Quick Setup.

6 Press [OK].

Printer Settings

Printing from computers, settings are generally made on the application software screen. The following settings are available for configuring the defaults to customize the machines.

- Printer Emulation …6-43
- Resolution …6-43
- EcoPrint …6-44
- KIR …6-44
- Override A4/Letter …6-45
- Duplex …6-45
- Copies …6-46
- Orientation …6-47
- Wide A4 …6-47
- Form Feed Timeout …6-48
- LF Action …6-48
- CR Action …6-49

Printer Emulation

Set emulation options to run the machine by the commands for other printers. Refer to *Emulation on page 3-4* for the setting method.

Resolution

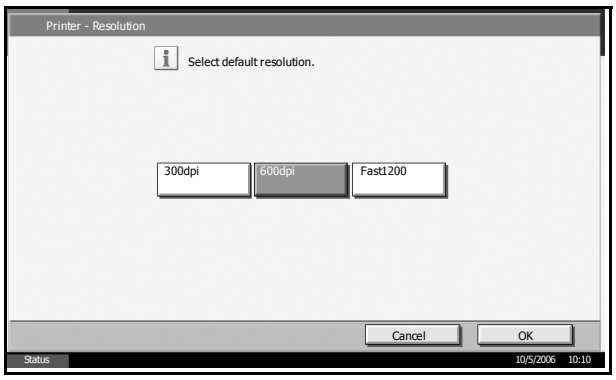
Select default resolution from Fast1200, 600 dpi, or 300 dpi.

NOTE: Fast1200 is our original resolution mode, in which photo and other graphic halftone can be reproduced much better than 600 dpi.

1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *Resolution*.

3 Press [Fast1200], [600dpi], or [300dpi].



4 Press [OK].

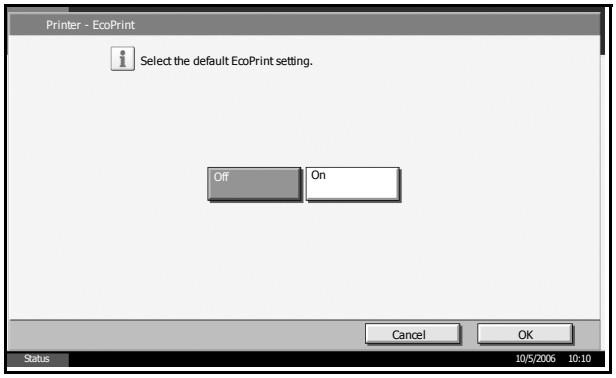
EcoPrint

EcoPrint conserves toner when printing. This is recommended for test copies because printing is faded.

1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *EcoPrint*.

3 Press [Off] or [On].



4 Press [OK].

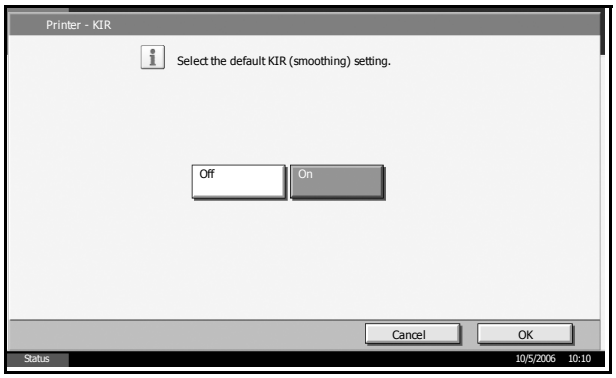
KIR

The machine is equipped with the smoothing KIR (Kyocera Image Refinement) functions, which realizes exquisite output resolution of about 2400 dpi × 600 dpi.

1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *KIR*.

3 Press [On] or [Off].



4 Press [OK].

Override A4/Letter

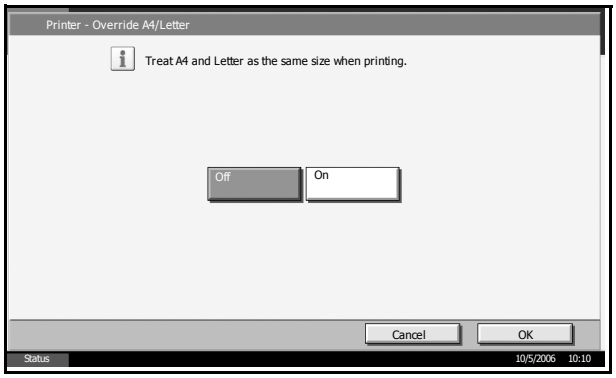
Select whether treating A4 size and Letter, which are similar in size, as the same size when printing.

Item	Description
On	A4 and Letter are regarded as the same in size.
Off	A4 and Letter are not regarded as the same in size.

1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *Override A4/Letter*.

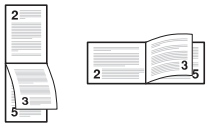
3 Press [Off] or [On].



4 Press [OK].

Duplex

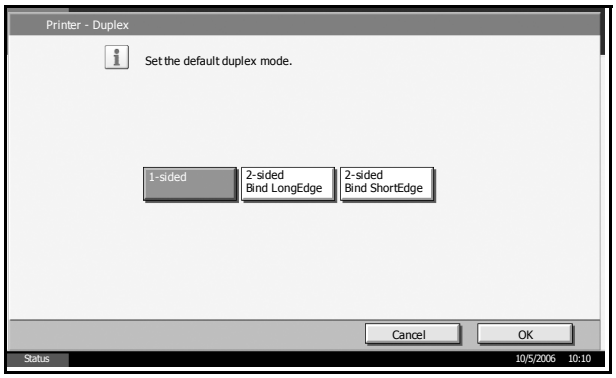
Select binding orientation for duplex mode.

Item	Description	Finish
2-sided Bind ShortEdge	Shorter edge bound	
2-sided Bind LongEdge	Longer edge bound	
1-sided	No duplex mode	

1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *Duplex*.

3 Press [1-sided], [2-sided Bind ShortEdge], or [2-sided Bind LongEdge].



4 Press [OK].

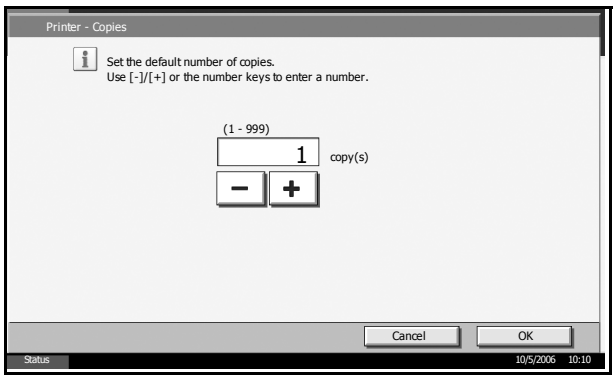
Copies

Set the default number of copies, from 1 to 999.

1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *Copies*.

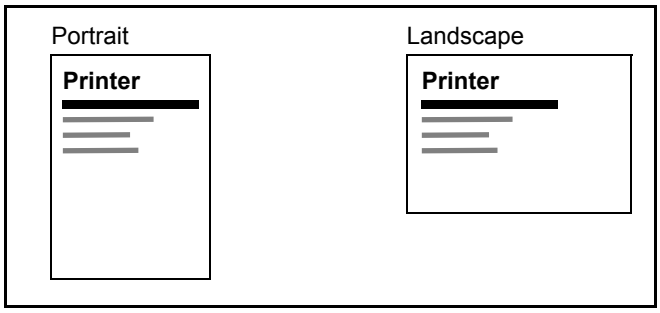
3 Press [+]/[–] or the numeric keys to set the default number of copies.



4 Press [OK].

Orientation

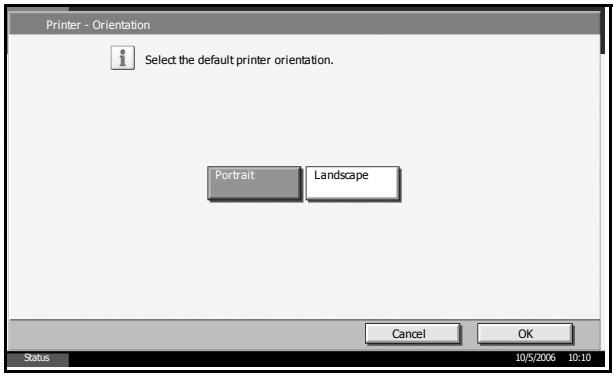
Set the default orientation, *Portrait* or *Landscape*.



1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *Orientation*.

3 Press [Portrait] or [Landscape].



4 Press [OK].

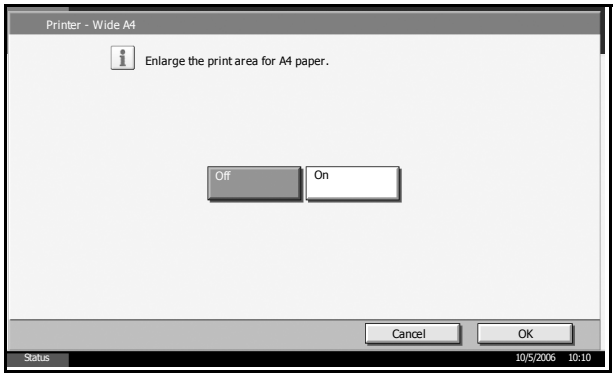
Wide A4

Increase the number of characters per line for A4 paper.

1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *Wide A4*.

3 Press [Off] or [On].



4 Press [OK].

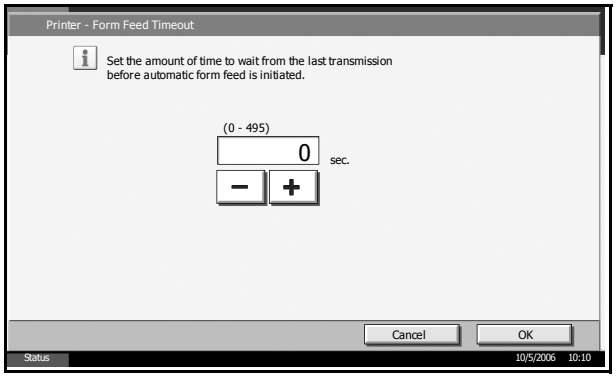
Form Feed Timeout

Receiving print data from the computer, the machine may sometimes have to wait if there is no information identifying the last page has no data any more to be printed. When the preset timeout passes, the machine automatically prints paper. The options are between 5 and 495 seconds.

1 Press the **System Menu** key.

2 Press [Printer], [▼] and [Change] of *Form Feed Timeout*.

3 Press [+] or [–] to set the Form Feed Timeout.



4 Press [OK].

LF Action

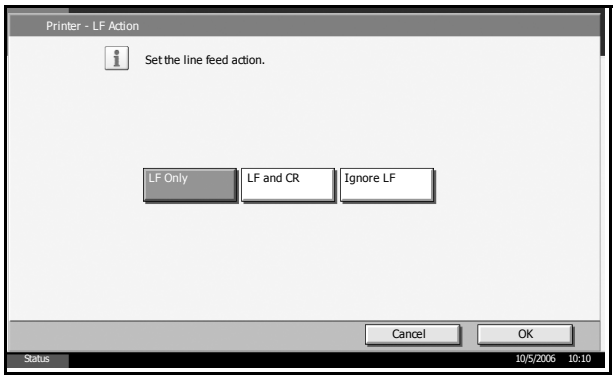
Set the line feed action when the machine receives the line feed code (character code 0AH).

Item	Description
LF Only	Only line feed performed.
LF and CR	Line feed and character return performed.
Ignore LF	No line feed performed.

1 Press the **System Menu** key.

2 Press [Printer], [▼] and [Change] of *LF Action*.

3 Press [LF Only], [LF and CR] or [Ignore LF].



4 Press [OK].

CR Action

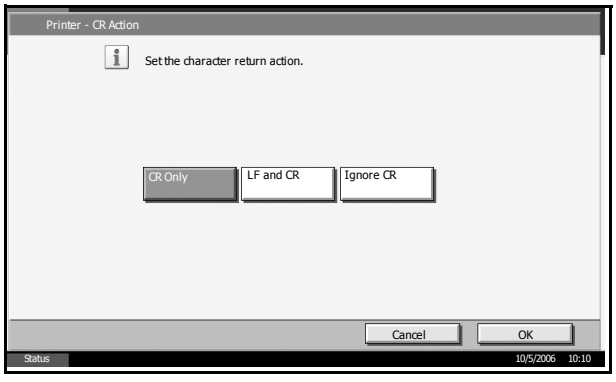
Set the character return action when the machine receives the character return code (character code 0DH).

Item	Description
CR Only	Only character return performed.
LF and CR	Character return and line feed performed.
Ignore CR	No character return performed.

1 Press the **System Menu** key.

2 Press [Printer], [▼] and [Change] of *CR Action*.

3 Press [CR Only], [LF and CR] or [Ignore CR].



4 Press [OK].

Network Setup

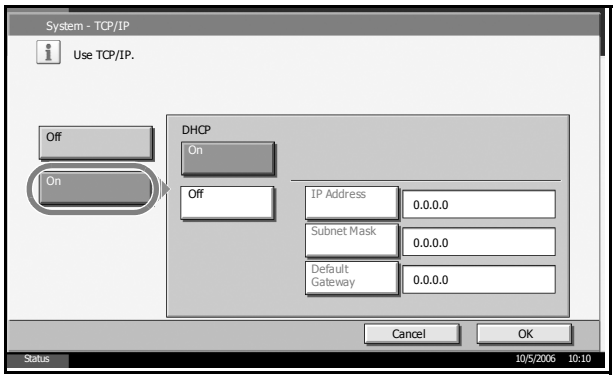
The machine is equipped with network interface, which is compatible with network protocols such as TCP/IP, IPX/SPX, NetBEUI, and AppleTalk. It enables network printing on the Windows, Macintosh, UNIX, NetWare and other platforms.

TCP/IP Setup (by Entering IP Addresses)

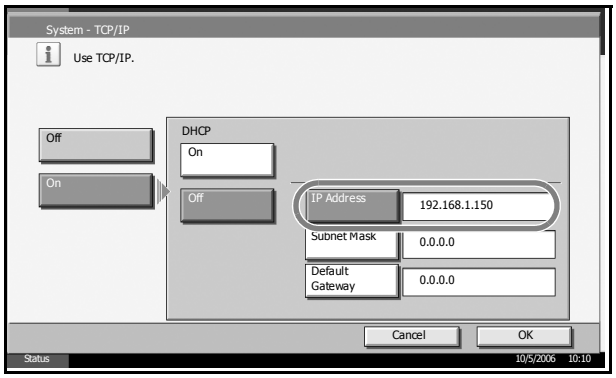
Set up TCP/IP to connect to the Windows network. Set the IP addresses, subnet masks, and gateway addresses.

NOTE: Prior to the IP address entries, obtain permission from the network administrator.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network* and then [Change] of *TCP/IP*.
3. Press [On] on the left side of the touch panel.



4. Press [Off] of DHCP.
5. Press [IP Address] and enter the address using the numeric keys.



6. Press [Subnet Mask] and enter the address using the numeric keys.
7. Press [Default Gateway] and enter the address using the numeric keys.

8 Check if all the address entries are correct and press [OK].

9 Press the **Power** key and confirm that the **Power** key/indicator and the memory indicator are off. After that, turn the main power switch off and on.

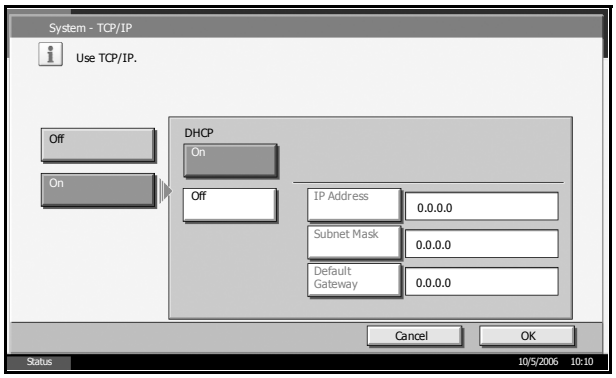
TCP/IP Setup (Equipped with DHCP Server)

Set up TCP/IP when the network is equipped with the DHCP server. The machine works as the DHCP client.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Change] of *TCP/IP*.

3 Press [On] on the left side of the touch panel.



4 Press [On] of DHCP.

5 Press [OK].

6 Press the **Power** key and confirm that the **Power** key/indicator and the memory indicator are off. After that, turn the main power switch off and on.

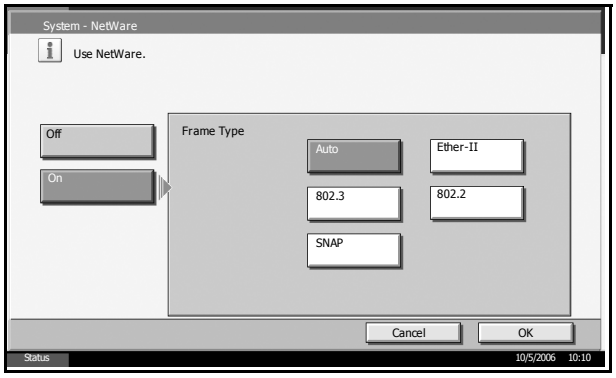
Netware Setup

Select the NetWare network connection. After that, select frame types for NetWare network from Auto, Ethernet-II, 802.3, 802.2, or SNAP.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Change] of *NetWare*.

3 Press [On].



4 Select the frame type you want to choose.

5 Press [OK].

6 Press the **Power** key and confirm that the **Power** key/indicator and the memory indicator are off. After that, turn the main power switch off and on.

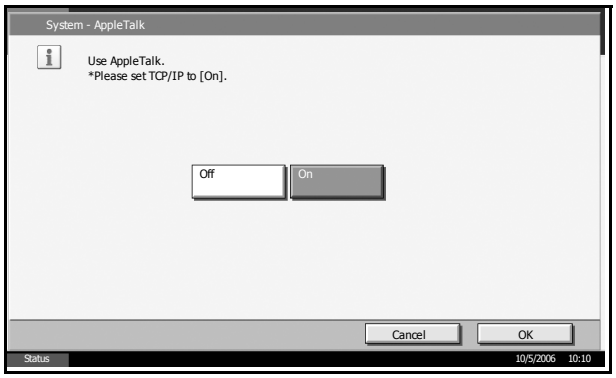
AppleTalk Setup

Select the Apple Talk network connection.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Change] of *Apple Talk*.

3 Press [On].



4 Press [OK].

5 Press the **Power** key and confirm that the **Power** key/indicator and the memory indicator are off. After that, turn the main power switch off and on.

Printing Reports/Sending Notice

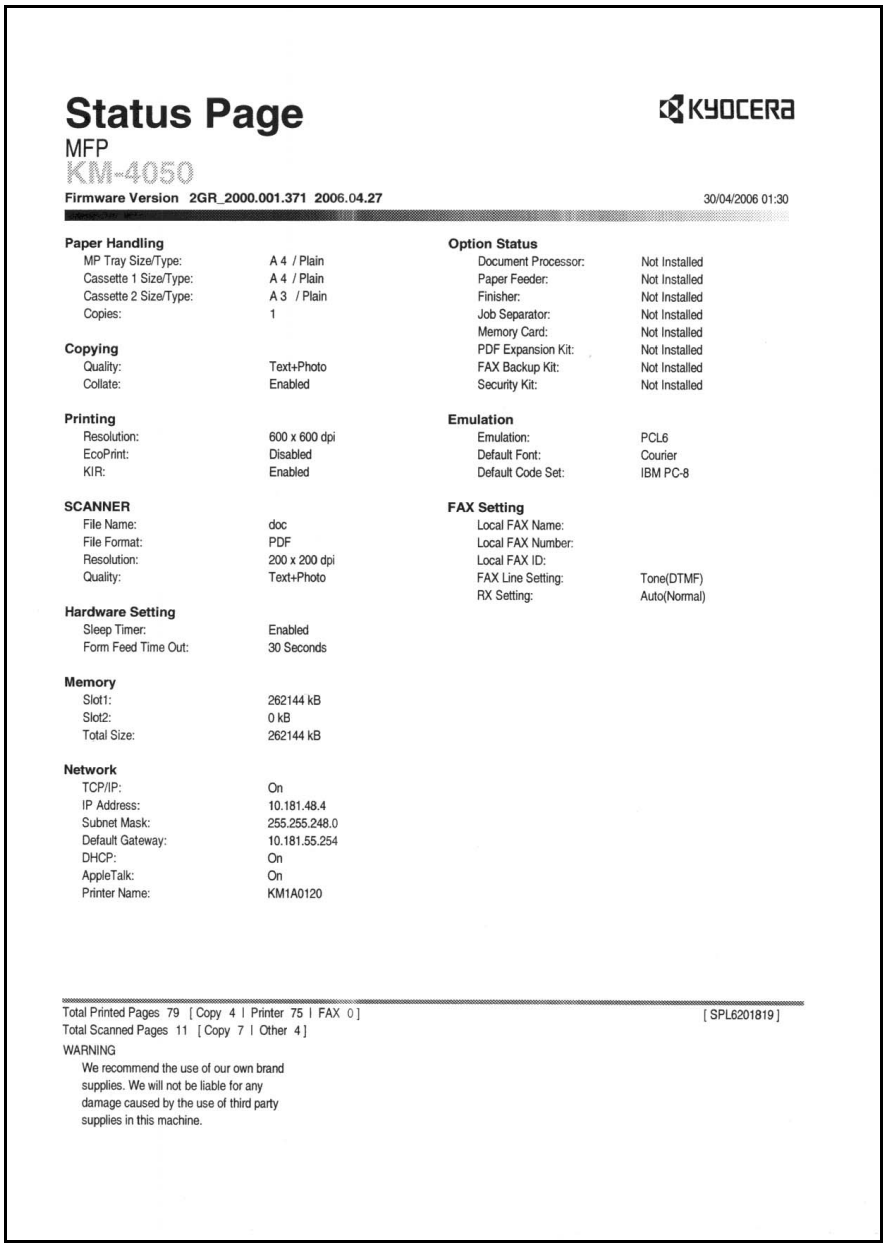
Print reports to check the machine settings and status. Default settings for printing the result reports can also be configured.

Printing Reports

Options for the reports to be printed are as follows.

Status Page

Check the information including current settings, available memory space, and optional equipment installed.



Status Page

KYOCERA

MFP

KM-4050

Firmware Version 2GR_2000.001.371 2006.04.27 30/04/2006 01:30

Paper Handling

MP Tray Size/Type:	A 4 / Plain
Cassette 1 Size/Type:	A 4 / Plain
Cassette 2 Size/Type:	A 3 / Plain
Copies:	1

Copying

Quality:	Text+Photo
Collate:	Enabled

Printing

Resolution:	600 x 600 dpi
EcoPrint:	Disabled
KIR:	Enabled

SCANNER

File Name:	doc
File Format:	PDF
Resolution:	200 x 200 dpi
Quality:	Text+Photo

Hardware Setting

Sleep Timer:	Enabled
Form Feed Time Out:	30 Seconds

Memory

Slot1:	262144 kB
Slot2:	0 kB
Total Size:	262144 kB

Network

TCP/IP:	On
IP Address:	10.181.48.4
Subnet Mask:	255.255.248.0
Default Gateway:	10.181.55.254
DHCP:	On
AppleTalk:	On
Printer Name:	KM1A0120

Option Status

Document Processor:	Not Installed
Paper Feeder:	Not Installed
Finisher:	Not Installed
Job Separator:	Not Installed
Memory Card:	Not Installed
PDF Expansion Kit:	Not Installed
FAX Backup Kit:	Not Installed
Security Kit:	Not Installed

Emulation

Emulation:	PCL6
Default Font:	Courier
Default Code Set:	IBM PC-8

FAX Setting

Local FAX Name:	
Local FAX Number:	
Local FAX ID:	
FAX Line Setting:	Tone(DTMF)
RX Setting:	Auto(Normal)

Total Printed Pages 79 [Copy 4 I Printer 75 I FAX 0] [SPL6201819]

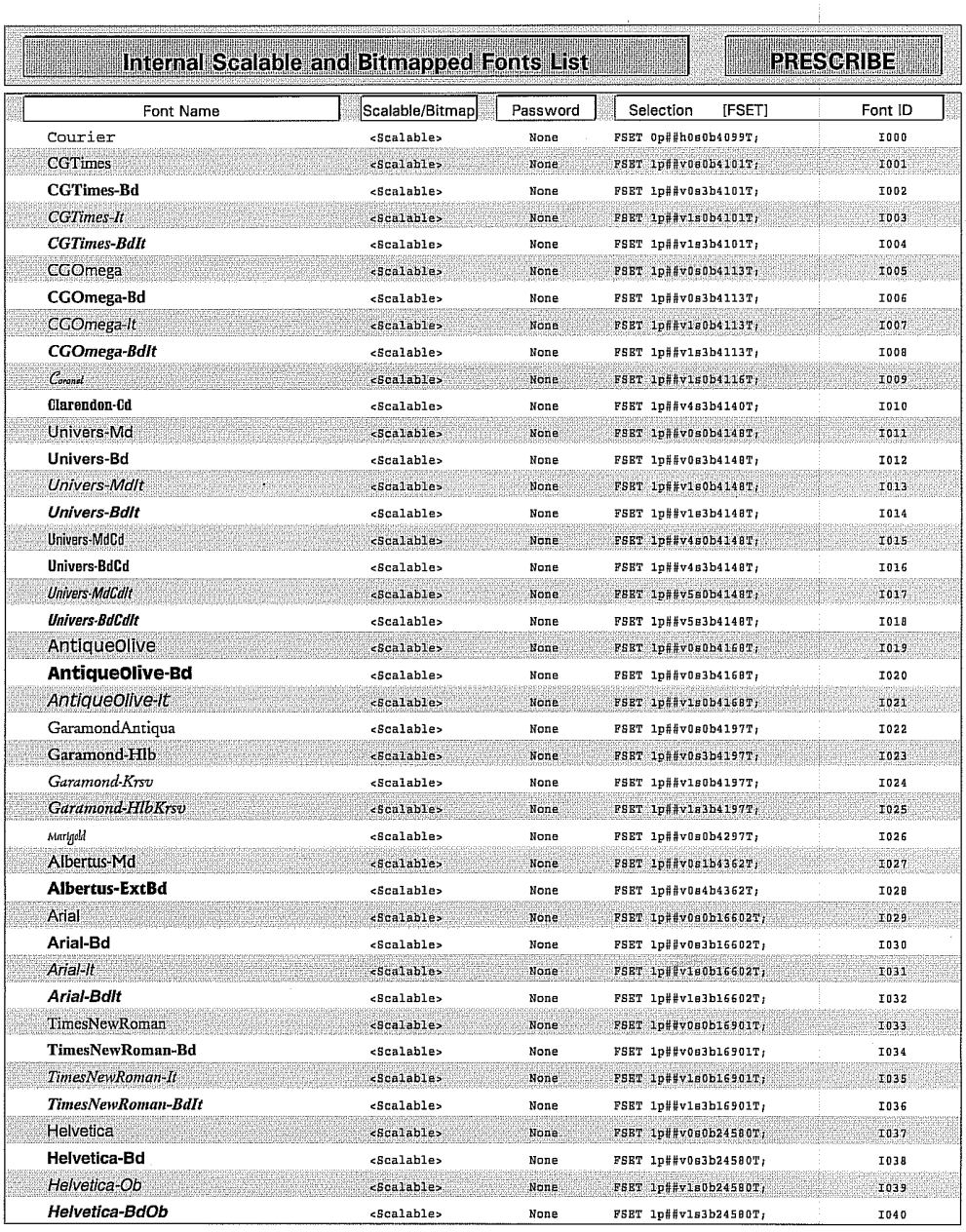
Total Scanned Pages 11 [Copy 7 I Other 4]

WARNING

We recommend the use of our own brand supplies. We will not be liable for any damage caused by the use of third party supplies in this machine.

Font List

Check the font samples installed in the machine.

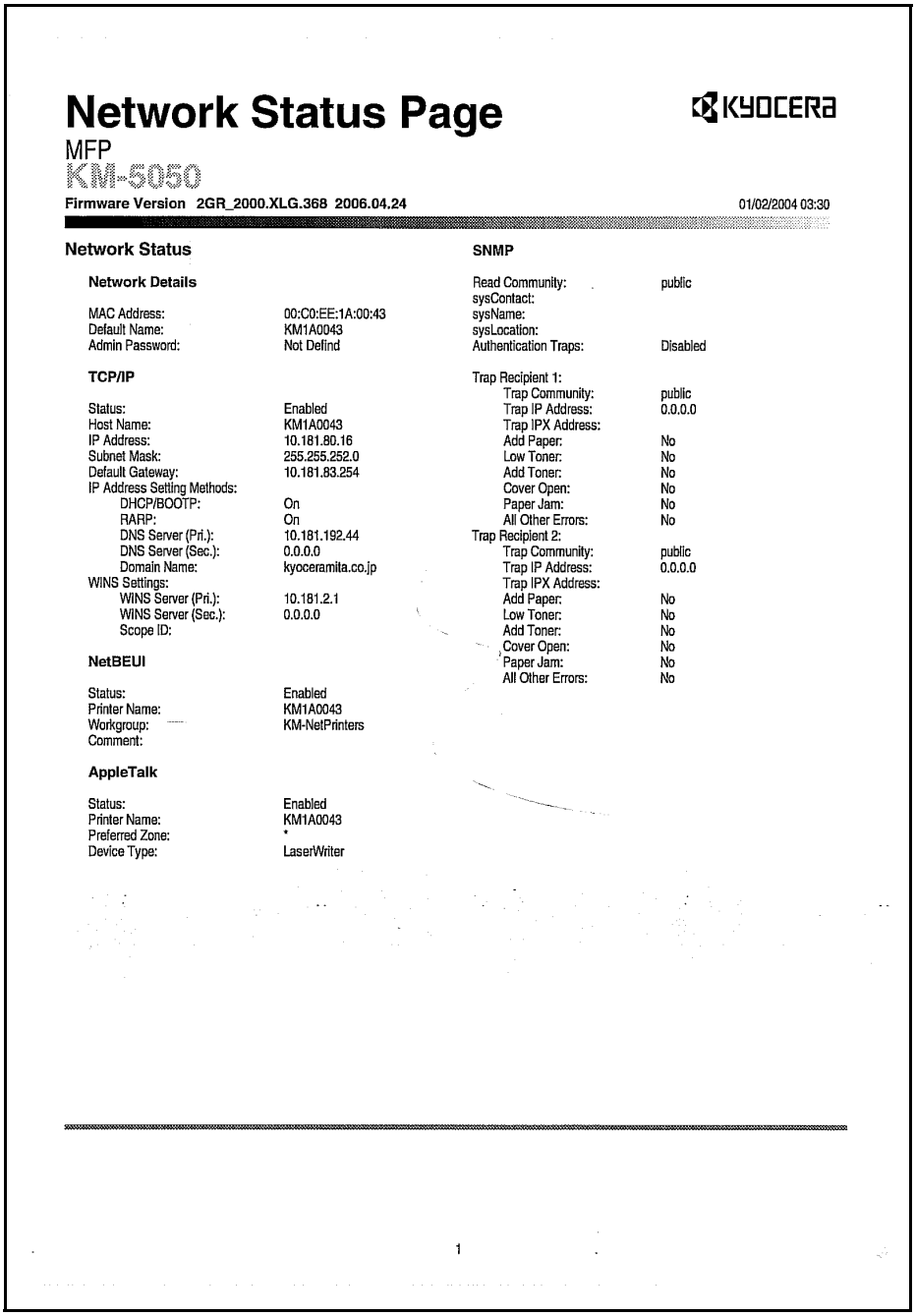


Internal Scalable and Bitmapped Fonts List — PRESCRIBE

Font Name	Scalable/Bitmap	Password	Selection [FSET]	Font ID
Courier	<Scalable>	None	FSET 1p##h0s0b4099T;	I000
CGTimes	<Scalable>	None	FSET 1p##v0s0b4101T;	I001
CGTimes-Bd	<Scalable>	None	FSET 1p##v0s3b4101T;	I002
CGTimes-It	<Scalable>	None	FSET 1p##v1s0b4101T;	I003
CGTimes-BdIt	<Scalable>	None	FSET 1p##v1s3b4101T;	I004
CGOmega	<Scalable>	None	FSET 1p##v0s0b4113T;	I005
CGOmega-Bd	<Scalable>	None	FSET 1p##v0s3b4113T;	I006
CGOmega-It	<Scalable>	None	FSET 1p##v1s0b4113T;	I007
CGOmega-BdIt	<Scalable>	None	FSET 1p##v1s3b4113T;	I008
Coronet	<Scalable>	None	FSET 1p##v1s0b4116T;	I009
Clarendon-Cd	<Scalable>	None	FSET 1p##v4s3b4140T;	I010
Univers-Md	<Scalable>	None	FSET 1p##v0s0b4148T;	I011
Univers-Bd	<Scalable>	None	FSET 1p##v0s3b4148T;	I012
Univers-MdIt	<Scalable>	None	FSET 1p##v1s0b4148T;	I013
Univers-BdIt	<Scalable>	None	FSET 1p##v1s3b4148T;	I014
Univers-MdCd	<Scalable>	None	FSET 1p##v4s0b4148T;	I015
Univers-BdCd	<Scalable>	None	FSET 1p##v4s3b4148T;	I016
Univers-MdCdIt	<Scalable>	None	FSET 1p##v5s0b4148T;	I017
Univers-BdCdIt	<Scalable>	None	FSET 1p##v5s3b4148T;	I018
AntiqueOlive	<Scalable>	None	FSET 1p##v0s0b4168T;	I019
AntiqueOlive-Bd	<Scalable>	None	FSET 1p##v0s3b4168T;	I020
AntiqueOlive-It	<Scalable>	None	FSET 1p##v1s0b4168T;	I021
GaramondAntiqua	<Scalable>	None	FSET 1p##v0s0b4197T;	I022
Garamond-Hlb	<Scalable>	None	FSET 1p##v0s3b4197T;	I023
Garamond-Krsv	<Scalable>	None	FSET 1p##v1s0b4197T;	I024
Garamond-HlbKrsv	<Scalable>	None	FSET 1p##v1s3b4197T;	I025
Marigold	<Scalable>	None	FSET 1p##v0s0b4297T;	I026
Albertus-Md	<Scalable>	None	FSET 1p##v0s1b4362T;	I027
Albertus-ExtBd	<Scalable>	None	FSET 1p##v0s4b4362T;	I028
Arial	<Scalable>	None	FSET 1p##v0s0b16602T;	I029
Arial-Bd	<Scalable>	None	FSET 1p##v0s3b16602T;	I030
Arial-It	<Scalable>	None	FSET 1p##v1s0b16602T;	I031
Arial-BdIt	<Scalable>	None	FSET 1p##v1s3b16602T;	I032
TimesNewRoman	<Scalable>	None	FSET 1p##v0s0b16901T;	I033
TimesNewRoman-Bd	<Scalable>	None	FSET 1p##v0s3b16901T;	I034
TimesNewRoman-It	<Scalable>	None	FSET 1p##v1s0b16901T;	I035
TimesNewRoman-BdIt	<Scalable>	None	FSET 1p##v1s3b16901T;	I036
Helvetica	<Scalable>	None	FSET 1p##v0s0b24580T;	I037
Helvetica-Bd	<Scalable>	None	FSET 1p##v0s3b24580T;	I038
Helvetica-Ob	<Scalable>	None	FSET 1p##v1s0b24580T;	I039
Helvetica-BdOb	<Scalable>	None	FSET 1p##v1s3b24580T;	I040

Network Status Page

Check the information including network interface firmware version, network address and protocol.



Network Status Page

KYOCERA

MFP
KM-5050

Firmware Version 2GR_2000.XLG.368 2006.04.24 01/02/2004 03:30

Network Status

Network Details

MAC Address:	00:C0:EE:1A:00:43
Default Name:	KM1A0043
Admin Password:	Not Defind

TCP/IP

Status:	Enabled
Host Name:	KM1A0043
IP Address:	10.181.80.16
Subnet Mask:	255.255.252.0
Default Gateway:	10.181.83.254
IP Address Setting Methods:	
DHCP/BOOTP:	On
RARP:	On
DNS Server (Pri.):	10.181.192.44
DNS Server (Sec.):	0.0.0.0
Domain Name:	kyoceramita.co.jp
WINS Settings:	
WINS Server (Pri.):	10.181.2.1
WINS Server (Sec.):	0.0.0.0
Scope ID:	

NetBEUI

Status:	Enabled
Printer Name:	KM1A0043
Workgroup:	KM-NetPrinters
Comment:	

AppleTalk

Status:	Enabled
Printer Name:	KM1A0043
Preferred Zone:	*
Device Type:	LaserWriter

SNMP

Read Community:	public
sysContact:	
sysName:	
sysLocation:	
Authentication Traps:	Disabled
Trap Recipient 1:	
Trap Community:	public
Trap IP Address:	0.0.0.0
Trap IPX Address:	
Add Paper:	No
Low Toner:	No
Add Toner:	No
Cover Open:	No
Paper Jam:	No
All Other Errors:	No
Trap Recipient 2:	
Trap Community:	public
Trap IP Address:	0.0.0.0
Trap IPX Address:	
Add Paper:	No
Low Toner:	No
Add Toner:	No
Cover Open:	No
Paper Jam:	No
All Other Errors:	No

1

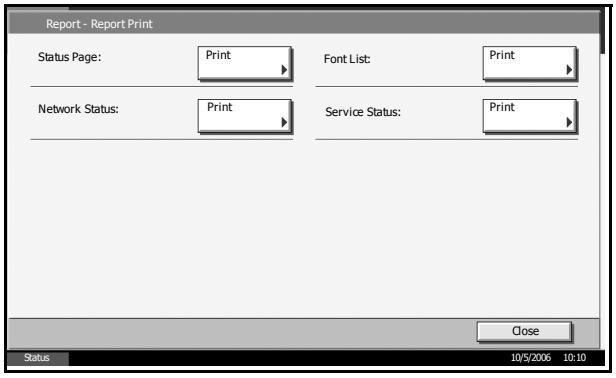
Service Status Page

More detailed information is available than on the status page. Service personnel usually print the service status pages for maintenance purpose.

1 Press the **System Menu** key.

2 Press [Report] and [Print] of *Report Print*.

3 Press [Print] for the report you want to print. Printing starts.



Transmission Result Reports

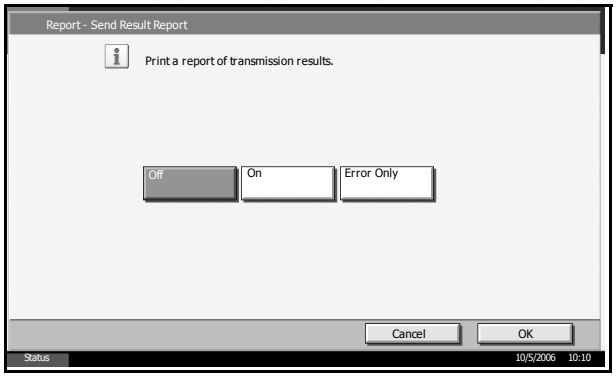
Automatically print a report of transmission results when the transmission is complete.

Item	Description
Off	No result report printed.
On	Result report automatically printed.
Error Only	Result report printed. If two or more destinations are registered, the reports are printed only for the destinations facing the errors.

1 Press the **System Menu** key.

2 Press [Report], [Change] of *Result Report Setting* and then [Change] of *Send Result Report*.

3 Press [Off], [On], or [Error Only].



4 Press [OK].

Adjustment/Maintenance

Adjust printing quality and conduct machine maintenance.

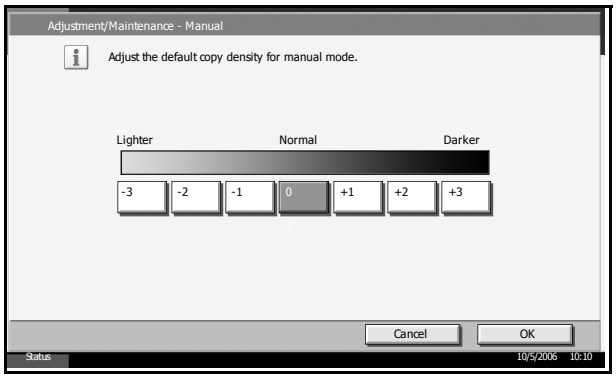
- Copy Density Adjustment …6-58
- Print Density …6-58
- Send/Box Density Adjust …6-59
- Drum Refresh …6-60
- Correcting Fine Black Line …6-60
- Charger Auto Cleaning …6-61
- Display Brightness …6-62
- Silent Mode …6-62
- System Initialization …6-63

NOTE: If user login administration is valid, only administrators can change adjustment/maintenance.

Copy Density Adjustment

Adjust copy density. Adjustment can be made in 7 scales both in auto and manual density modes.

1. Press the **System Menu** key.
2. Press [▼], [Adjustment/Maintenance] and [Change] of *Copy Density Adjustment*.
3. Press [Change] of *Auto for auto density mode* or of *Manual for manual density mode*.
4. Press [-3] - [+3] (Lighter-Darker) to adjust density.



5. Press [OK].

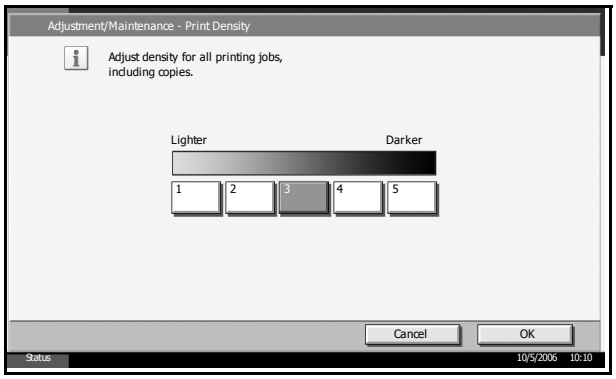
Print Density

Adjust print density. Adjustment can be made in 5 scales.

1 Press the **System Menu** key.

2 Press [▼], [Adjustment/Maintenance] and [Change] of *Print Density*.

3 Press [1] - [5] (Lighter-Darker) to adjust density.



4 Press [OK].

Send/Box Density Adjust

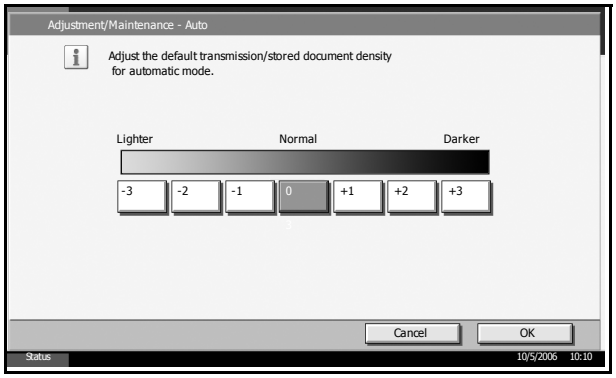
Adjust scan density when sending or storing the data in Document Box. Adjustment can be made in 7 scales both in auto and manual density modes.

1 Press the **System Menu** key.

2 Press [▼], [Adjustment/Maintenance] and [Change] of *Send/Box Density Adjust*.

3 Press [Change] of *Auto for auto density mode* or of *Manual for manual density mode*.

4 Press [-3] - [+3] (Lighter-Darker) to adjust density.



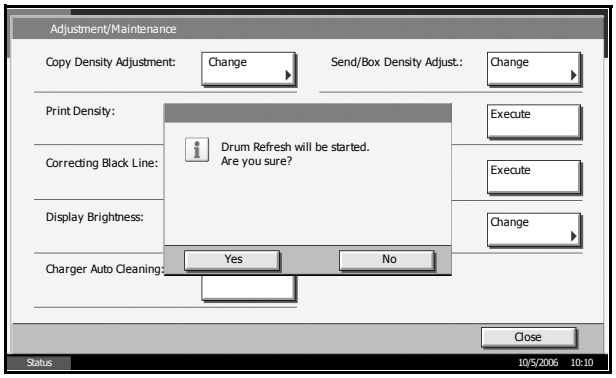
5 Press [OK].

Drum Refresh

Execute drum refresh when print is blurred.

NOTE: Drum Refresh cannot be performed while printing. Execute Drum Refresh after the printing is done.

1. Place A4-R on the Multi Purpose tray.
2. Press the **System Menu** key.
3. Press [▼], [Adjustment/Maintenance] and then [Execute] of *Drum Refresh*.
4. Press [Yes]. Drum Refresh starts and ends in about 6 minutes.

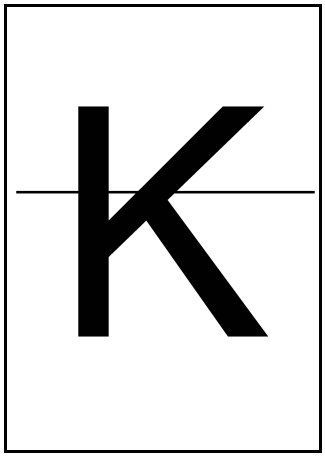


5. Once Drum Refresh ends, return to the *Adjustment/Maintenance* screen.

Correcting Fine Black Line

Correct fine black lines (black streaks caused by contamination), which may appear on the copies, when the optional document processor used.

If black lines appear from the top to the bottom edge, refer to *Charger Auto Cleaning on page 6-61*.



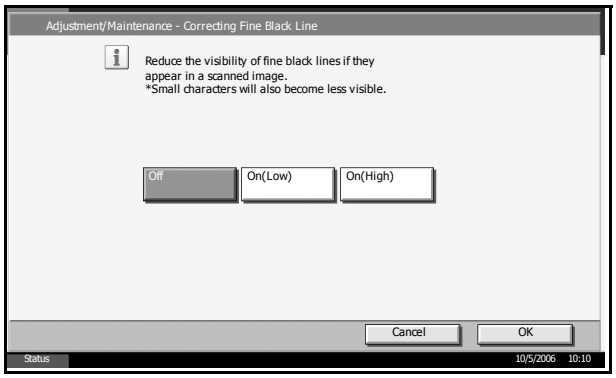
Item	Description
Off	No correction performed.
On (High)	Correction performed. Select this item if black streak remains after using Use (Low). The reproduction of the image becomes lower when using Use (Low).
On (Low)	Correction performed. The reproduction of the image becomes lower when using Not Use.

NOTE: Using Correcting Fine Black Line can impair reproduction of fine characters. It is recommended to keep the default ([Off]).

1 Press the **System Menu** key.

2 Press [▼], [Adjustment/Maintenance] and [Change] of *Correcting Black Line*.

3 Press [Off], [On (Low)] or [On (High)].



4 Press [OK].

Charger Auto Cleaning

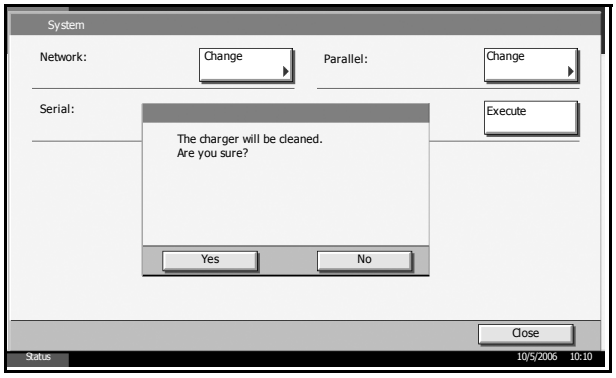
If black streaks appear on the printouts or scanned data, perform automatic cleaning of the main chargers.

If no black line appears at the ends of the paper (margin), refer to *Correcting Fine Black Line on page 6-60*.

1 Press the **System Menu** key.

2 Press [▼], [Adjustment/Maintenance] and [Execute] of *Charger Auto Cleaning*.

3 Press [Yes]. Automatic cleaning of the main charger starts and ends in about 45 seconds.



4 Once the cleaning ends, return to the *Adjustment/Maintenance* screen.

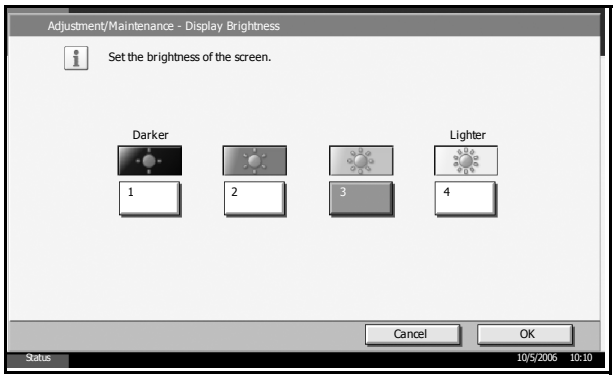
Display Brightness

Set the brightness of the touch panel.

1 Press the **System Menu** key.

2 Press [▼], [Adjustment/Maintenance] and [Change] of *Display Brightness*.

3 Press [1] - [4] (Darker- Lighter) to adjust brightness.



4 Press [OK].

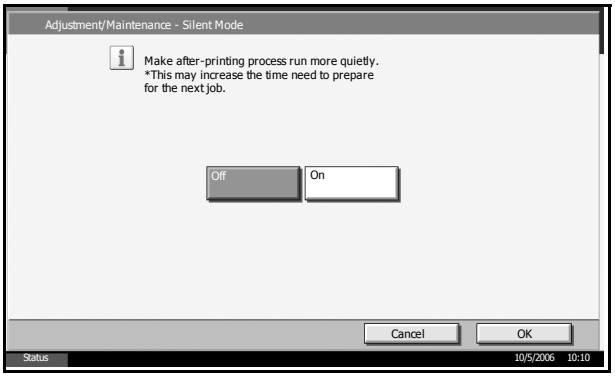
Silent Mode

Make the machine run more quietly. Select the mode when the running noise is annoying.

1 Press the **System Menu** key.

2 Press [▼], [Adjustment/Maintenance] and [Change] of *Silent Mode*.

3 Press [Off] or [On].



4 Press [OK].

System Initialization

Initialize the hard disk mounted on the machine to return to the default mode.

Refer to *System Initialization on page 6-78* about the initialization procedures.

Date/Timer

Date/Timer settings include:

- Date/Time …6-64
- Time Zone …6-64
- Date Format …6-65
- Auto Panel Reset …6-65
- Auto Sleep …6-66
- Auto Error Clear …6-68

NOTE: If user login administration is valid, only administrators can change Date/Timer settings.

Date/Time

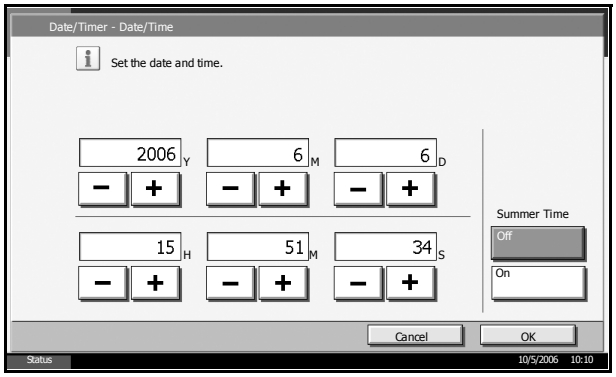
Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header.

CAUTION: Be sure to set Time Zone before the Date/Time setup.

1 Press the **System Menu** key.

2 Press [▼], [Date/Timer] and then [Change] of *Date/Time*.

3 Press [+] or [–] to enter the date and time respectively.



NOTE: Set year (Y), month (M), date (D), hour (H), minute (M), and second (S).

4 Press [Off] or [On] of *Summer Time* and press [OK].

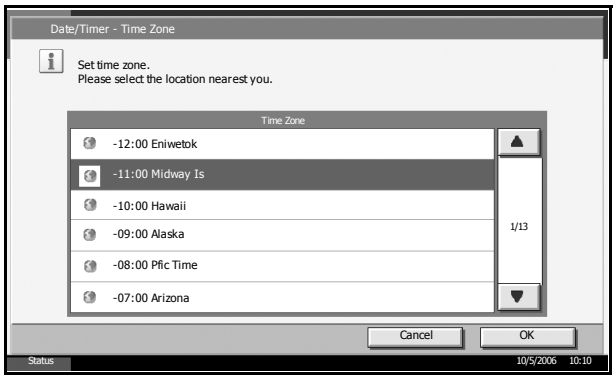
Time Zone

Set the time difference in the location you are from GMT.

1 Press the **System Menu** key.

2 Press [▼], [Date/Timer] and then [Change] of *Time Zone*.

3 Select the location and press [OK].



NOTE: Press [▲] or [▼] to select the location.

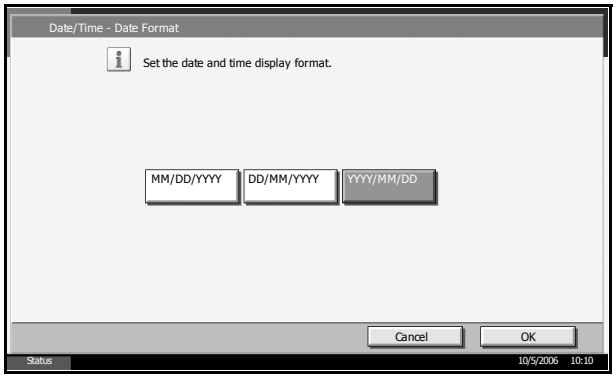
Date Format

Select the display format of year, month, and date.

1 Press the **System Menu** key.

2 Press [▼], [Date/Timer] and then [Change] of *Date Format*.

3 Select [MM/DD/YYYY], [DD/MM/YYYY], or [YYYY/MM/DD] and press [OK].



Auto Panel Reset

If no job runs for a certain period of time, automatically reset settings and return to the default setting.

NOTE: Refer to *page 6-20* for the default settings.

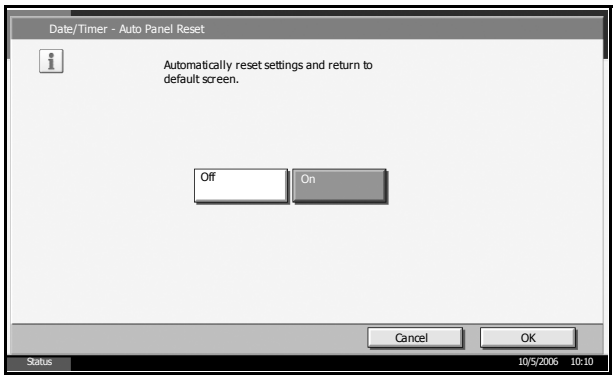
Auto Panel Reset ON/OFF

Select to use Auto Panel Reset or not.

1 Press the **System Menu** key.

2 Press [▼], [Date/Timer] and then [Change] of *Auto Panel Reset*.

3 Press [Off] or [On].



4 Press [OK].

Reset Timer

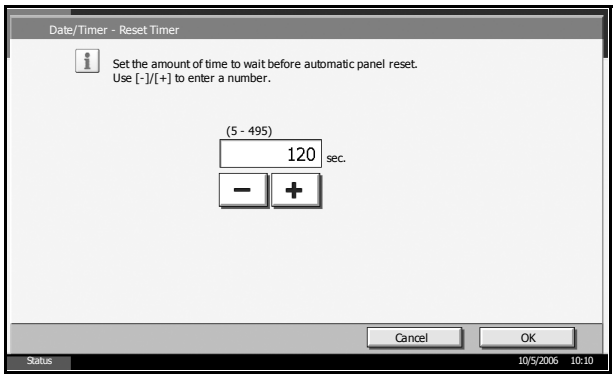
If you select [On] for *Auto Panel Reset*, set the amount of time to wait before *Auto Panel Reset*. Options are between 5 and 495 seconds (every five seconds).

NOTE: If you select [Off] for *Auto Panel Reset*, the time display does not appear.

1 Press the **System Menu** key.

2 Press [▼], [Date/Timer] and then [Change] of *Reset Timer.*

3 Press [+] or [–] to enter the time until *Auto Panel Reset* is turned on.



4 Press [OK].

Auto Sleep

If no job runs for a certain period of time, automatically enter Sleep Mode. Refer to *Chapter 3* of the *Operation Guide* for Sleep Mode.

Auto Sleep ON/OFF

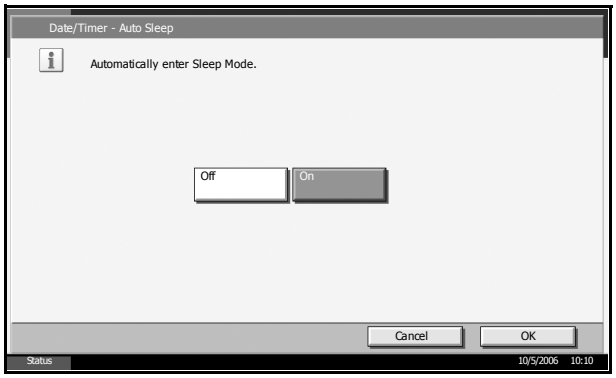
Select whether to use Auto Sleep or not.

NOTE: Time remaining before Auto Sleep can be modified as necessary. Refer to *Sleep Timer* below about the procedures.

1 Press the **System Menu** key.

2 Press [▼], [Date/Timer] and then [Change] of *Auto Sleep*.

3 Press [Off] or [On].



4 Press [OK].

Sleep Timer

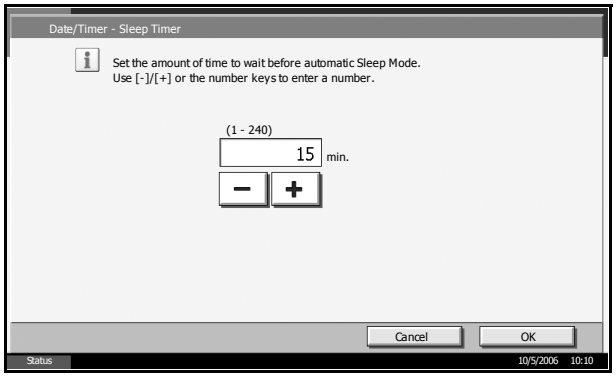
If you select [On] for *Auto Sleep*, set the amount of time to wait before Auto Sleep. Options are between 1 and 240 minutes (every one minute).

NOTE: If you select [Off] for Auto Sleep, the time display does not appear.

1 Press the **System Menu** key.

2 Press [▼], [Date/Timer] and then [Change] of *Sleep Timer*.

3 Press [+]/[–] or the numeric keys to enter the time until Auto Sleep is turned on.



4 Press [OK].

Auto Error Clear

If an error occurs during printing, the print job stops to wait for the next step to be taken by the user. In the Auto Error Clear mode, automatically clear the error after a set amount of time elapses.

The following errors are automatically cleared.

Print overrun

Memory is full

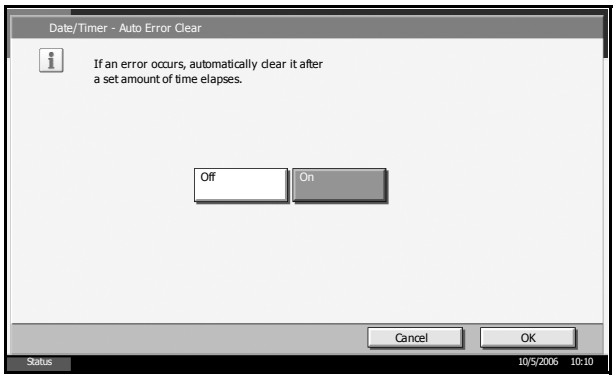
Auto Error Clear ON/OFF

Select whether to use Auto Error Clear or not.

1 Press the **System Menu** key.

2 Press [▼], [Date/Timer] and then [Change] of *Auto Error Clear*.

3 Press [Off] or [On].



4 Press [OK].

Error Clear Timer

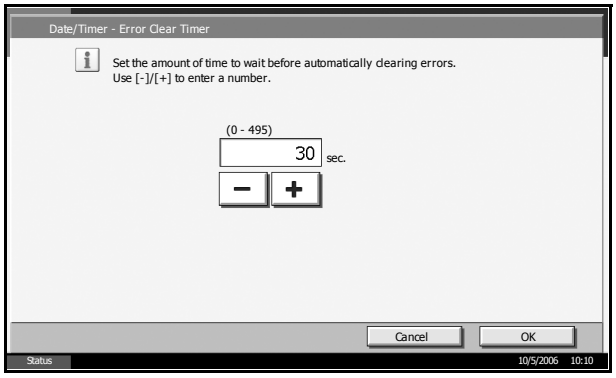
If you select [On] for *Auto Error Clear*, set the amount of time to wait before automatically clearing errors. Options are between 5 and 495 seconds (every five seconds).

NOTE: If you select [Off] for Auto Error Clear, the time display does not appear.

1 Press the **System Menu** key.

2 Press [▼], [Date/Timer] and then [Change] of *Error Clear Timer*.

3 Press [+] or [–] to enter the time until printing restarts.



4 Press [OK].

Editing Destination (Address Book/Adding One-Touch Keys)

Save frequently used destinations to Address Book or One-touch Keys and the saved destinations can be changed. The destinations are available for Send as E-mail, Send to Folder, and Fax Transmission (optional).

Adding a Destination

Add a new destination to the Address Book. There are two adding methods for individuals and groups. When adding a group, enter the group name and select group members from the Address Book.

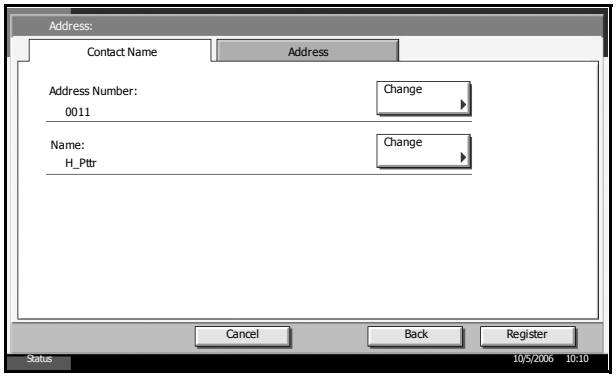
Adding an individual

2,000 individual addresses can be registered at maximum. Each address can include the information such as destination name, E-mail address, FTP server folder path, computer folder path, and FAX No. (optional).

1 Press the **System Menu** key.

2 Press [Edit Destination], [Register/Edit] of *Address Book*, [Add], [Contact] and then [Next].

3 Press [Change] of *Address Number*.



4 Press [+] / [–] or numeric keys to enter a particular Address Number (1-2,500).

NOTE: Address Number is an ID for a destination. You can select any available number out of 2,500 numbers for individuals and 500 numbers for groups.

5 Press [OK].

6 Press [Change] of *Name*.

7 Enter the destination name (up to 32 characters) displayed on the Address Book and press [OK].

NOTE: Refer to the *Appendix* of the *Operation Guide* for entering characters.

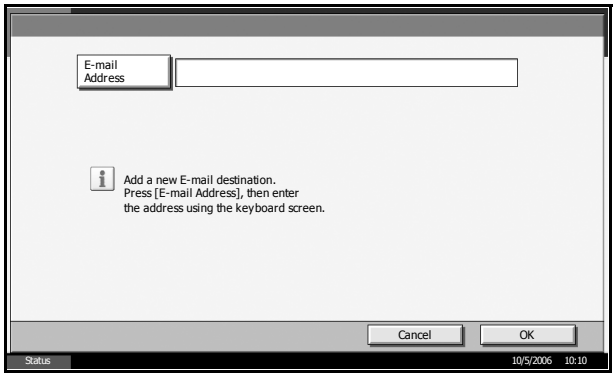
8 Press [Address].

9 Press [▲] or [▼] to select transmission method from *E-mail*, *Folder (FTP)*, *FAX* or *Folder (SMB)*.

10 Press [Change Dest.].

E-mail Address

1 Press [E-mail Address] to enter the E-mail address and press [OK].



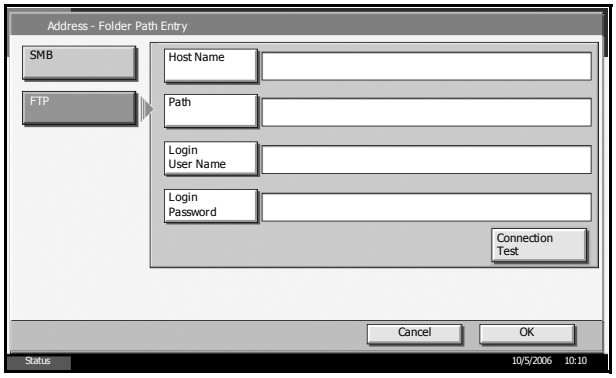
NOTE: Refer to the *Appendix* of the *Operation Guide* for entering characters.

2 Check if the entries are correct and press [OK].

The Folder (FTP) Address

1 Press [Host Name], [Path], [Login User Name], and [Login Password] to enter relevant information respectively and press [OK].

Item	Description
Host Name	Enter the FTP server name in not more than 62 characters. If the port number is other than 21, enter the port number into the server name column.
Path	Enter the path of the folder to which you want to upload the data in not more than 126 characters. For example, if you want to store the data in the *ScanData* folder of the home directory, enter *ScanData*. Without any entry here, the data would be stored in the home directory.
Login User Name	Enter the user name to log in the FTP server in not more than 62 characters.
Login Password	Enter the password to log in the FTP server in not more than 62 characters.



NOTE: Refer to the *Appendix* of the *Operation Guide* for entering characters.

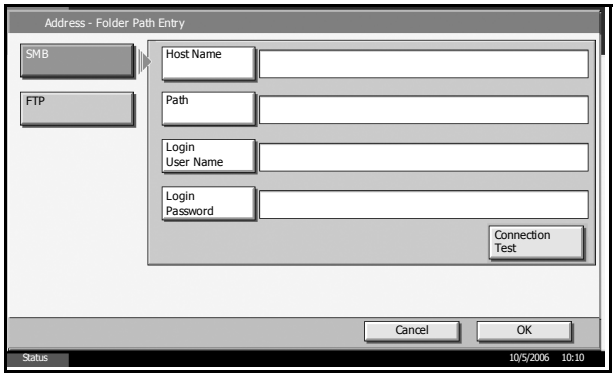
2 Check if the entries are correct and press [OK].

NOTE: Press [Connection Test] to check the connection to the FTP server you chose. If the connection fails, check the entries you made.

The Folder (SMB) Address

1 Press [Host Name], [Path], [Login User Name], and [Login Password] to enter relevant information respectively and press [OK].

Item	Description
Host Name	Enter the computer name in not more than 62 characters.If the port number is other than 139, enter the port number into the host name column.
Path	Enter the path of the folder to which you want to send the data in not more than 126 characters.
Login User Name	Enter the user name to log in the computer in not more than 62 characters.
Login Password	Enter the password to log in the computer in not more than 62 characters.



NOTE: Refer to the *Appendix* of the *Operation Guide* for entering characters.

2 Check if the entries are correct and press [OK].

NOTE: Press [Connection Test] to check the connection to the computer you chose. If the connection fails, check the entries you made.

11 Check if the destination entry is correct and press [Register]. The destination is added to the Address Book.

Adding a Group

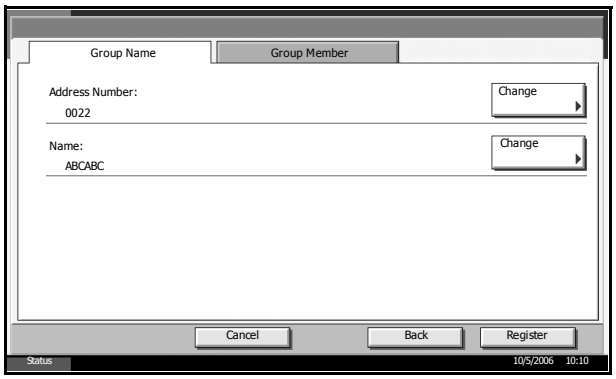
Compile two or more individuals into a group. Designations in the group can be added at the same time. When adding a group, 500 groups can be added at maximum in the Address Book.

NOTE: Add the individuals, which are supposed to be included in a group, before adding the group in the Address Book. Up to 100 destinations for the e-mail, 500 destinations for the FAX, and the total of 10 destinations for the FTP and SMB can be registered per a group.

1 Press the **System Menu** key.

2 Press [Edit Destination], [Register/Edit] of *Address Book*, [Add], [Group] and then [Next].

3 Press [Change] of *Address Number*.



4 Press [+] or [–] to enter a particular Address Number (1-2,500).

NOTE: Address Number is an ID for a group. You can select any available number out of 2,000 numbers for individuals and 500 numbers for groups.

5 Press [OK].

6 Press [Change] of *Name*.

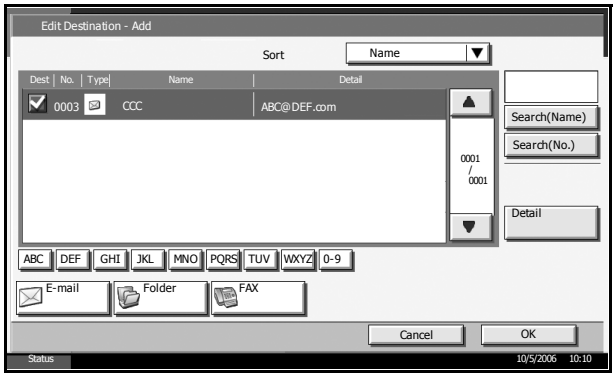
7 Enter the group name displayed on the Address Book in not more than 32 characters.

NOTE: Refer to the *Appendix* of the *Operation Guide* for entering characters.

8 Press [Group Member].

9 Press [Add].

10 Select a destination (individual) to add to the group.



NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Chapter 3* of the *Operation Guide* for Address List.

11 Press [OK].

12 If you have more destinations to add, repeat Steps 9 to 11.

Check if the selected destination was added to the group and press [Register]. Now the group is added to the Address Book.

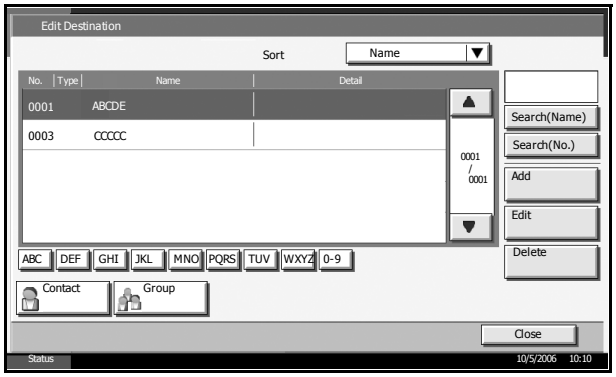
Editing a Destination

Edit/delete the destinations (invididuals) you added to the Address Book.

1 Press the **System Menu** key.

2 Press [Edit Destination] and then [Register/Edit] of *Address Book*.

3 Select a destination or group to edit.



NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Chapter 3* of the *Operation Guide* for Address List.

4 Press [Detail].

Editing an Individual Destination

Change *Address Number*, *Name* and destination type and address. Refer to *Adding an individual on page 6-70* for the details.

Editing a Group

1. Change *Address Number* and *Name*. Refer to *Adding a Group on page 6-74* for the details.
2. Press [Group Member].
3. To delete any destination from the group, select the destination and press [Delete]. Press [Yes] on the screen to confirm the deletion.

Deleting an Individual Destination or Group

Repeat Steps 1 to 3, press [Delete]. Press [Yes] on the screen to confirm the deletion. Deletion is performed.

Adding a Destination on One-touch Key

Add a new destination (individual or group). 100 destinations can be registered at maximum.

NOTE: Refer to *Chapter 3* of the *Operation Guide* for use of One-touch Key.

1. Press the **System Menu** key.
2. Press [Edit Destination] and [Register/Edit] of *One-touch Key*.
3. Select a One-touch Key number (001 to 100) for the destination. Pressing [No.] enables direct entry of a One-touch Key number.
4. Press [Register/Edit]. The address book appears.
5. Select a destination (individual or group) to add to the One-touch Key number.

   Pressing [Detail] enables to show the detailed information of the selected destination.

NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Chapter 3* of the *Operation Guide* for Address List.

6. Press [OK]. The destination will be added to the One-touch Key.

Editing One-touch Key

Edit/delete the destinations you added to One-touch Key.

1 Press the **System Menu** key.

2 Press [Edit Destination] and then [Register/Edit] of *One-touch Key*.

3 Select a One-touch Key number (001 to 100) for the destination. Pressing [No.] enables direct entry of a One-touch Key number.

Changing the Registered Information

1 Press [Register/Edit].

2 Select a new destination (individual or group).
Pressing [Detail] enables to show the detailed information of the selected destination.

NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Chapter 3* of the *Operation Guide* for Address List.

3 Press [OK].

4 Press [Yes] on the screen to add the destination to the One-touch Key.

Deleting the Registered Information

1 Press [Delete].

2 Press [Yes] on the screen to confirm the deletion of the data registered in the One-touch Key.

System Initialization

Initialize the hard disk mounted on the machine to return to the default mode.

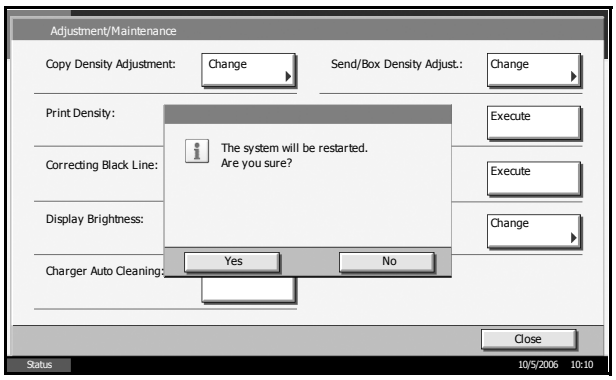
CAUTION: System initialization will erase Custom Document Boxes, data stored in Document Box, addresses in the Address Book, user property, account information, and settings.

NOTE: This item will not be displayed if the optional Security Kit is installed. Refer to *Security on page 8-1* about the functions added when the Security Kit is installed and related procedures.

1 Press the **System Menu** key.

2 Press [▼], [Adjustment/Maintenance] and then [Execute] of *System Initialization*.

3 Press [Yes].



4 Once the initialization ends, the message indicating *Task is completed. Turn the main power switch off and on.* appears. Turn the main power switch off.

Restarting the System

Restart the CPU without turning the main power switch off. It works to deal with the machine's unstable operation. (Same as the computer restart.)

1 Press the **System Menu** key.

2 Press [System] and [Execute] of *Restart*.

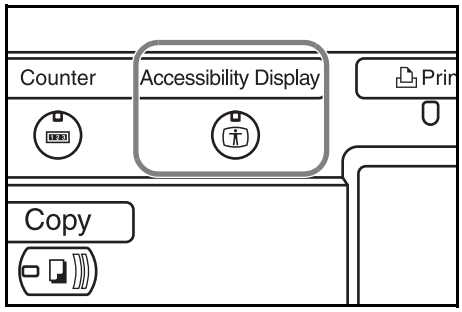
3 Press [Yes] to restart the machine.

Accessibility (Enlarging Touch Panel Display)

Touch panel characters and key displays can be enlarged. Use the numeric keys to select items and proceed to the next screen.

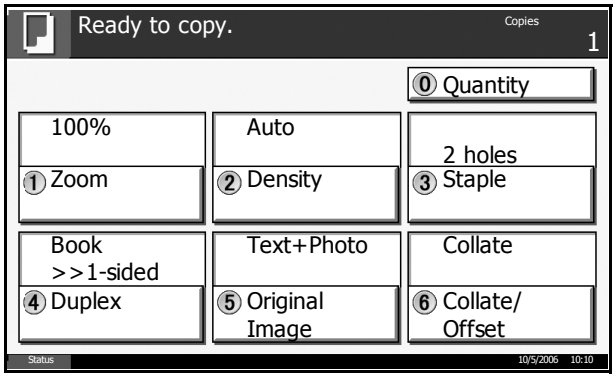
NOTE: Accessibility can be used only with Copying and Sending registered on the Quick Setup screen.

Press the **Accessibility Display** key when in the Copy or Send (i.e. the Copy or **Send** key indicator is On).



Enlarged keys or characters appear on the touch panel.

Operation can also be made by pressing any numeric key corresponding to the number or symbol displayed. (e.g. Press the 2 key to adjust density.)



Follow the instructions on the screen for subsequent operations.

7 Management

This chapter explains the following operations.

- User Login Administration 7-2
- Job Accounting..... 7-10
- Security Kit Operations..... 7-23

User Login Administration

User login administration specifies how the user access is administered on this machine. Enter correct login user name and password for user authentication to log in.

Access privileges are in two types - User and Administrator. Certain items in System Menu can be modified only by administrators.

First User Login Administration

Follow these steps for the first user login administration.

Enable user login administration. (*page 7-2*)

▼

Add a user.(*page 7-4*)

▼

Log out.(*page 7-4*)

▼

The registered user logs in for operations.(*page 7-3*)

Enabling/Disabling User Login Administration

This enables user login administration. Select one of the following authentication methods:

Item	Description
Local Authentication	User authentication based on user property on the local user list stored in the machine
Network Authentication	User authentication based on Authentication Server. Use a user property stored in Authentication Server to access the network authentication login page.

1 Press the **System Menu** key.

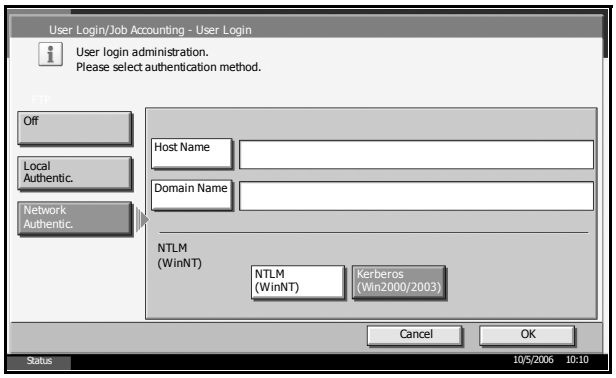
2 Press [User Login/Job Accounting].

3 If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

NOTE: The login user name and password are for default users with administrator rights.

4 Press [Next] of *User Login Setting* and then [Change] of *User Login*.

5 Select [Local Authentic.] or [Network Authentic.]. Select [Off] to disable user login administration.



If you select [Network Authentic.], enter the host name (62 characters or less) and domain name (254 characters or less) for the Authentication Server. Select [NTLM(WinNT)] or [Kerberos(Win2000/2003)] as the authentication method.

NOTE: If the login user name and password are rejected, check the following settings.

- Network Authentication setting of the machine
- User property of the Authentication Server
- Clock time setting of the machine and the Authentication Server

If you cannot login because of the setting of the machine, login with any administrator registered in the local user list and correct the settings.

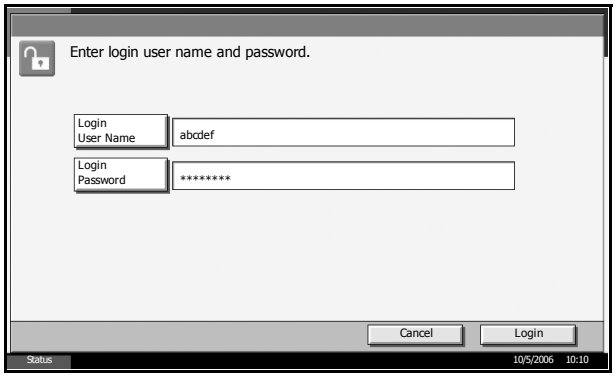
6 Press [OK].

Login/Logout

If user login administration is enabled, it is necessary to enter the login user name and password to use the machine.

Login

1 If the screen below appears during the operations, press [Login User Name].



2 Enter the login user name and press [OK].

NOTE: Refer to the *Appendix* of the *Operation Guide* for details on entering characters.

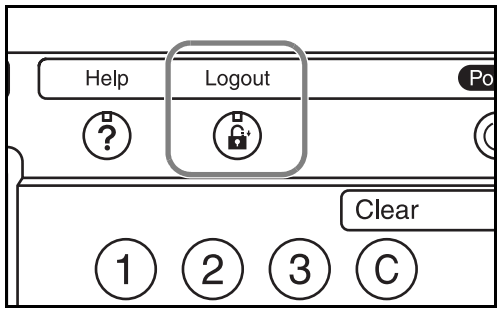
3 Press [Login Password].

4 Enter the password and press [OK].

5 Check the login user name and password are correct, and press [Login].

Logout

To log out the machine, press the **Logout** key to return to the login user name/password entry screen.



Auto Logout

Logout is automatically executed in the following cases:

- When the **Power** key is pressed to enter the sleep mode
- When auto sleep is activated
- When auto reset is activated

Adding a User

This adds a new user. You can add Up to 1,000 users (including the default login user name).

Item	Description
User Name*	Enter the name displayed on the user list (up to 32 characters).
login user name*	Enter the login user name to log in (up to 64 characters). The same login user name cannot be registered.
Password*	Enter the password to log in (up to 64 characters).

Item	Description
Access Level*	Select User or Administrator for user access privileges.
Account Name	Add an account where the user belongs. The user, who registered his/her account name, can log in without entering the account ID. Refer to *Job Accounting on page 7-10*.
E-mail Address	The user can register his/her E-mail address. The registered address will be automatically selected for subsequent operations that need any E-mail function.

* Mandatory

NOTE: By default, one default user with administrator rights is already stored. This user property includes:

User Name: Admin
Login user name:5050
Password: 5050
Access Level: Administrator

It is recommended to periodically change the user name, login user name and password regularly for your security.

1 Log in as a user with administrator rights.

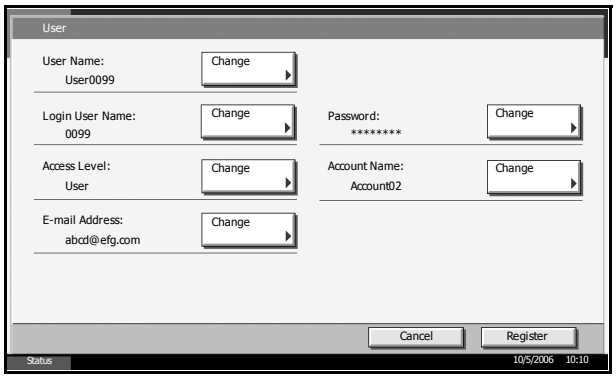
2 Press the **System Menu** key.

3 Press [User Login/Job Accounting].

4 If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

5 Press [Next] of *User Login Setting*, [Register/Edit] of *Local User List*, and then [Add].

6 Press [Change] of *User Name*.



7 Enter the user name and press [OK].

NOTE: Refer to the *Appendix* of the *Operation Guide* for details on entering characters.

8 Enter the login user name and E-mail address following steps 3 and 4 above.

9 Press [Change] of *Password* and then [Password].

10 Enter the password and press [OK].

11 Press [Confirm Password].

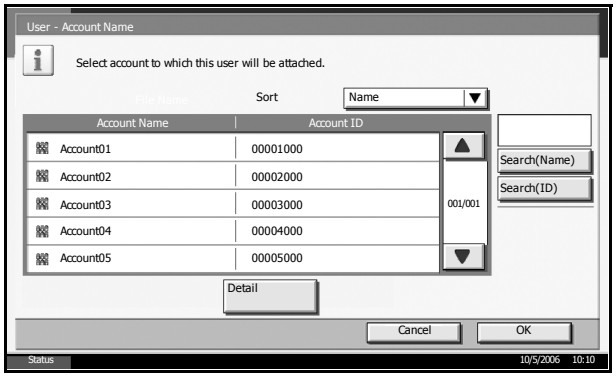
12 Enter the same password to confirm and press [OK].

13 Press [Change] of *Access Level*.

14 Select the user access privilege and press [OK].

15 Press [Change] of *Account Name*.

16 Select the account and press [OK].



NOTE: Select [Name] and [ID] from the Sort pull-down menu to sort the user list.

Press [Search (Name)] or [Search (ID)] to search by account name or account ID.

17 Press [Register] to add a new user on the local user list.

Changing User Property

User property can be changed. Types of user property that could be changed may be different depending on user access privilege.

If any user with administrator rights logs in

User property can be changed and users can be deleted. The items, which can be added, are all able to be changed.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

4 Press [Next] of *User Login Setting* and [Register/Edit] of L*ocal User List*.

5 Select the user to change the user property.

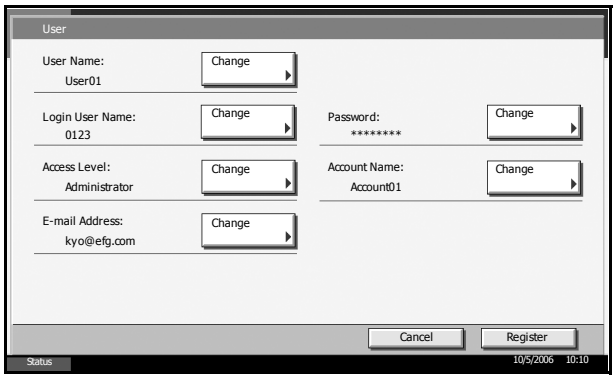
NOTE: Select [User Name] and [Login User Name] from the Sort pull-down menu to sort the user list.

Press [Search(Name)] or [Search(Login)] to search by user name or login user name.

Changing user information

1 Press [Detail].

2 Refer to steps 3 to 13 of *Adding a User* to change user property.



3 Press [Register]. User property will be changed.

Deleting a user

1 Press [Delete].

2 Press [Yes] on the screen to confirm deletion. The selected user will be deleted.

NOTE: The default user with administrator rights cannot be deleted.

If any user without administrator rights logs in

These users can partially change their own user property including user name, password, and E-mail address.

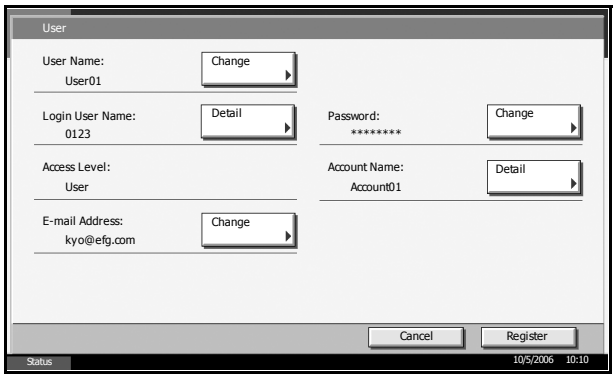
Although login user name, access level, or account name cannot be changed, the users can check the present status.

1 Press the **System Menu** key.

2 Press [Change] of *User Property*.

3 Refer to steps 3 to 13 of *Adding a User* to change user property.

Press [Detail] of *login User Name* or *Account Name* to check the present status.



4 Press [Register] to change user property.

Unknown login user name Job

This specifies the behavior for handling the jobs sent with unknown login user names (i.e. unsent IDs). If the User Login is set to invalid and Job Accounting is set to valid, follow the procedure when the Account ID is unknown.

Item	Description
Reject	The job is rejected (not printed).
Permit	The job is permitted to be printed.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

4 Press [Change] of *Unknown ID Job*.

5 Press [Reject] or [Permit].

6 Press [OK].

Job Accounting

Job accounting Manages the copy/print count incurred by individual accounts by assigning an ID to each account.

Job accounting helps the following activities in business organizations.

- Manageability of up to 1,000 individual accounts.
- Availability for account IDs with as many as eight digits (between 0 and 99999999) for security.
- Integrated management of printing and scanning statistics through the use of an identical account ID.
- Tracking the print volume for each account and for all accounts combined.
- Restricting the print counter in one-page increments up to 999,999 copies.
- Resetting the print counter for each account or for all accounts combined.

First Job Accounting Setup

Follow these steps for the first job accounting setup.

Enable job accounting. (*page 7-10*)

▼

Add an account. (*page 7-13*)

▼

Log out. (*page 7-12*)

▼

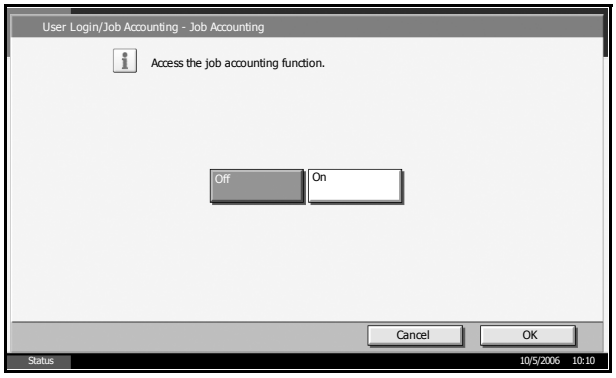
Other users log in for operations. (*page 7-11*)

Enabling/Disabling Job Accounting

Enable job accounting.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.
4. Press [Next] of *Job Accounting Setting*, and then [Change] of *Job Accounting*.

5 Press [On]. To disable job accounting, press [Off].



6 Press [OK].

7 When the display returns to the System Menu default screen, logout is automatically executed and the screen to enter the Account ID appears. To continue the operation, enter the Account ID.

Login/Logout

If job accounting is enabled, the account ID is required to use the machine.

Login

1 In the screen below, enter the account ID using the numeric keys and press [Login].

NOTE: If you entered a wrong character, press the **Clear** key and enter the account ID again.

If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.

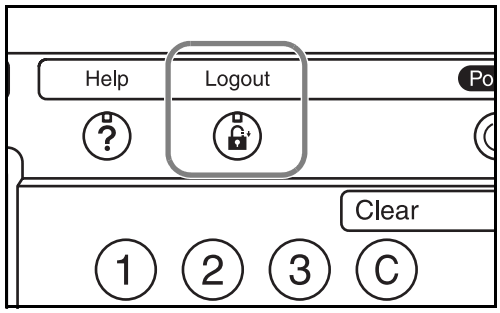
When the screen to enter the login user name and password appears

If user login administration is enabled, the screen to enter the login user name and password appears. Enter a login user name and password to log in. (Refer to *Login/Logout on page 7-3*.) If the user has already registered the account information, the account ID entry would be skipped. (Refer to *Adding a User on page 7-4*.)

2 Proceed to complete the rest of the steps.

Logout

When the operations are complete, press the **Logout** key to return to the account ID entry screen.



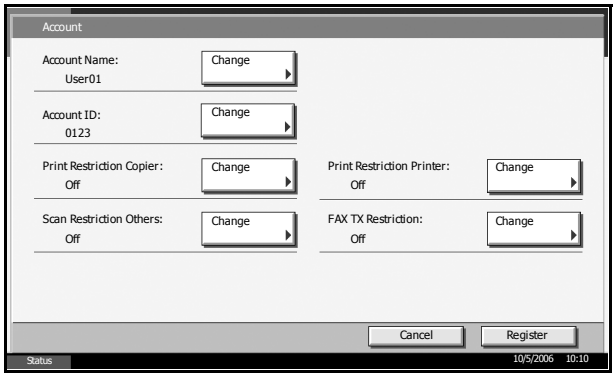
Adding an Account

This section explains how to add a new account. The following entries are required.

Item	Description
Account Name	Enter the account name (up to 32 characters).
Account ID	Enter the account ID as many as eight digits (between 0 and 99999999).
Restriction	This Prohibits printing/scanning or restricts the number of sheets to load. Refer to *Restricting the Use of the Machine on page 7-15*.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.
4. Press [Next] of *Job Accounting Setting*, [Register/Edit] of *Accounting List*, and then [Add].

5 Press [Change] of *Account Name*.



6 Enter the account name and press [OK].

NOTE: Refer to *Appendix* of the *Operation Guide* for details on entering characters.

7 Follow steps 3 and 4 above to enter the Account ID.

NOTE: Any account ID that has already registered cannot be used. Enter any other account ID.

8 Activate or deactivate restriction. Refer to *Restricting the Use of the Machine on page 7-15*.

9 Press [Register] to add a new account on the Account List.

Managing Accounts

This changes the registered account information or deletes the account.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

4 Press [Next] of *Job Accounting Setting* and then [Register/Edit] of *Accounting List*.

5 Select an account to change or delete.

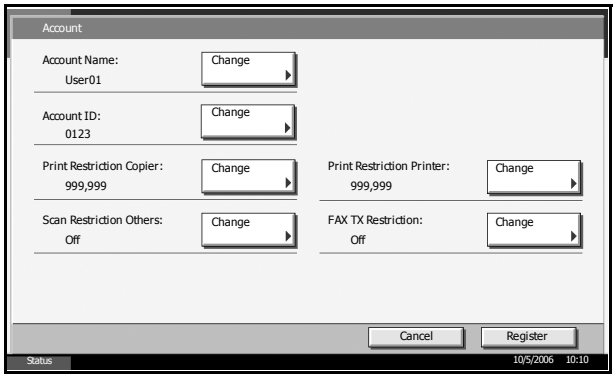
NOTE: Select [Account Name] or [Account ID] from the Sort pull-down menu to sort the account names.

Press [Search (Name)] or [Search (ID)] to search by account name or account ID.

Changing account information

1 Press [Detail].

2 Refer to steps 3 to 13 of *Adding an Account* and steps 2 to 5 of *Restricting Using the Machine* to change account information.



3 Press [Register] to confirm the change.

Deleting an account

1 Press [Delete].

2 Press [Yes] To delete the account.

Managing the Copy/Print Counts

You can select how the copying and printing page counts are shown - either the total of both or each of copying and printing individually. The selection may influence restriction on the count and count method. Refer to *Restricting the Use of the Machine on page 7-15*, *Counting the Number of Pages Printed on page 7-17* and *Printing an Accounting Report on page 7-20* for details.

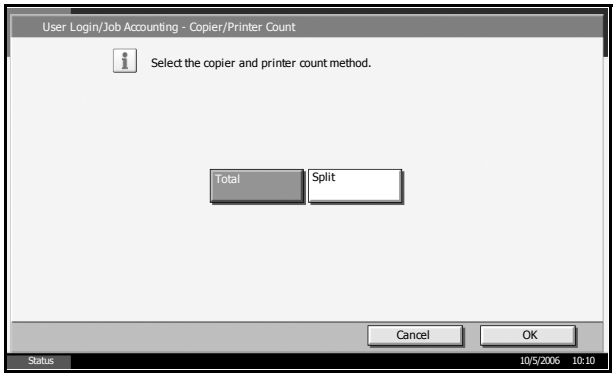
1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

4 Press [Next] of *Job Accounting Setting*, [Next] of *Default Setting* and then [Change] of *Copy/Print Count*.

5 Press [Total] or [Split].



6 Press [OK].

Restricting the Use of the Machine

This section explains how to restrict the use of the machine by account or the number of sheets available.

Items to be Restricted

Print Restriction Copier

The number of sheets copied is restricted. This is displayed when **Split** mode is selected for Managing the Copy/Print Count.

Print Restriction Printer

- When **Split** is selected for Managing the Copy/Print Count

The number of sheets copied is restricted.

- When Total is selected for Managing the Copy/Print Count

The total number of sheets copied and printed is restricted.

Scan Restriction Others

The number of sheets scanned (except for copy) is restricted.

Fax TX Restriction

The number of sheets sent by fax is restricted. This is displayed when the optional fax kit is installed.

Applying Restriction

Restriction can be applied in two modes as follows:

Item	Description
Off	No restriction given

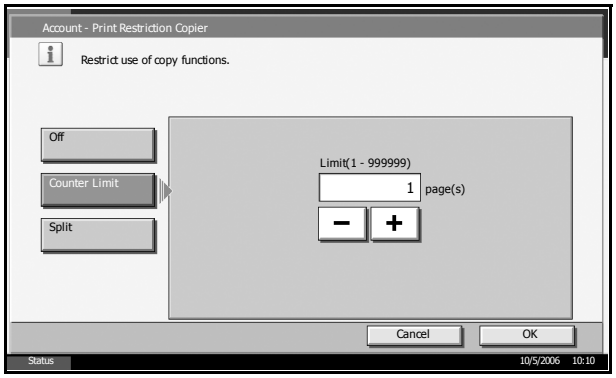
Item	Description
Counter Limit	Restricts the print counter in one-page increments up to 999,999 copies.
Reject Usage	Restriction is applied.

1 Follow steps 1 to 5 of *Adding an Account on page 7-12*.

2 Press [Change] of *Print Restriction Copier*, *Print Restriction Printer*, *Scan Restriction Others*, or *Fax TX Restriction*.

3 Select [Off], [Counter Limit], or [Reject Usage].

If [Counter Limit] selected, press [+]/[-] or numeric keys to select the number of pages.



4 Press [OK].

5 Repeat steps 2 to 3 for other accounts to be restricted.

6 Press [Register] to add an account for restriction.

Applying Limit of Restriction

This specifies how the machine behaves when the counter has reached the limit of restriction.

Item	Description
Immediately *	Job stops when the counter reaches its limit.
Subsequently	Printing/scanning job continues but the subsequent job will be rejected.
Alert Only	Job continues displaying an alert message.

* The next job will be prohibited in sending or in storing in the box.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

4 Press [Next] of *Job Accounting Setting*, [Next] of *Default Setting* and then [Change] of *Apply Limit*.

5 Select [Immediately], [Subsequently], or [Alert Only].

6 Press [OK].

Counting the Number of Pages Printed

This counts the number of pages printed. Counts are classified into Total Job Accounting and Each Job Accounting. A new count can also be started after resetting the count data which was stored for a certain period of time.

Types of the counts are as follows.

Item	Description
Print Pages (by Function)	• When **Split** is selected for Managing the Copy/ Print Count: Number of pages copied, printed, faxed*, and the total number of those pages are displayed. • When **Total** is selected for Managing the Copy/ Print Count: Number of pages printed (by copier and printer), number of pages faxed*, and the total number of those pages are displayed.
Print Pages (1 or 2 sided)**	Number of pages for 1 sided, 2 sided, as well as the total pages are displayed.
Scan Pages	Number of pages scanned for copier, other function, as well as the total pages are displayed
Fax Transmission Page*	Number of fax pages sent is displayed.
Fax Transmission Time*	Total duration of Fax transmission is displayed.

* Only if optional fax kit is installed
** Only available for Total Job Accounting

Total Job Accounting/Resetting the Counter

This counts the number of pages for all accounts and resets the counts for those accounts at one time.

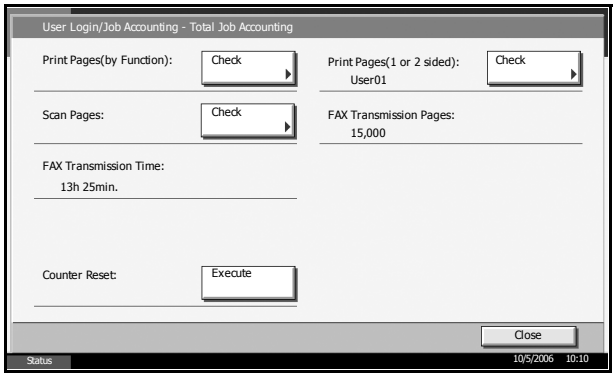
1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

4 Press [Next] of *Job Accounting Setting* and then [Next] of *Total Job Accounting*.

5 Press [Check] at the function to check the count. The results will be displayed.



6 Confirm the count and press [Close].

7 Press [Execute] of *Counter Reset* to reset the counter.

8 Press [Yes] on the screen to confirm the reset. The counter is reset.

Total Job Accounting/Resetting the Counter

This counts the number of pages for each account and resets the counts by account.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

4 Press [Next] of *Job Accounting Setting* and [Check] of *Each Job Accounting*.

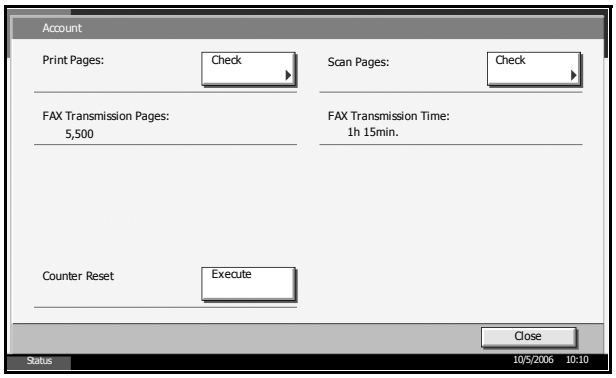
5 Select the account to check the count.

NOTE: Select [Name] or [ID] from the Sort pull-down menu to sort the account names.

Press [Search(Name)] or [Search(Login)] to search by account name or account ID.

6 Press [Detail].

7 Press [Check] at the function to check the count. The results will be displayed.



8 Confirm the count and press [Close].

9 Press [Execute] of *Counter Reset* to reset the counter.

10 Press [Yes] on the screen to confirm the reset. The counter will be reset.

Counting by Paper Size

This counts the number of pages by paper size (e.g. Letter).

NOTE: Paper size is available in five type, - 1 to 5. These types are specified in accounting reports. Refer to *Printing an Accounting Report on page 7-20*.

In addition to paper size, paper type can also be specified (e.g. count the letter-size color paper used). Without specifying paper type, all types of paper in the size are counted.

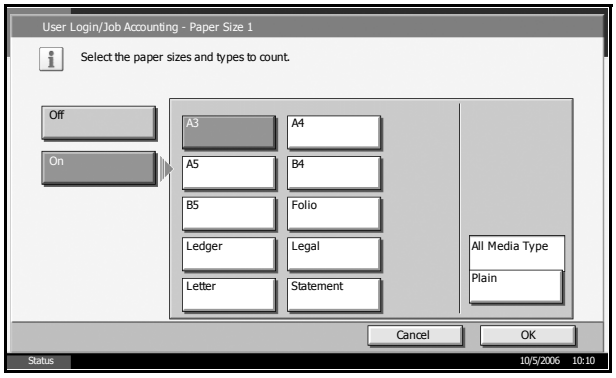
1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

4 Press [Next] of *Job Accounting Setting*, [Next] of *Default Setting*, [Change] of *Count by Paper Size*, [Change] of *Paper Size 1* to *5* and then [On].

5 Select the paper size.



6 Press [Media Type] to specify paper type.

7 Select the media type and press [OK].

8 Press [OK].

Printing an Accounting Report

Total pages counted at all relevant accounts can be printed as an accounting report.

Reports have different formats depending on how the count of copiers and printers is administered.

When Split is selected for Managing the Copy/Print Count

ACCOUNT.REPORT

KYOCERA

MFP

KM-5050

Firmware Version 2GR_2000.XLG.368 2006.04.24 01/02/2004 03:35

Account ID: Other

Printed Pages:	Copier:	000000	FAX TX Pages:	000000	Paper Count:		
	Printer:	000000	FAX TX Time:	0:0:0	Ledger	Plain	000000
	FAX:	000000			Legal	Plain	000000
	Total:	000000			Letter	Plain	000000
Scanned Pages:	Copier:	000000	2-sided Print:	000000	A 4	Plain	000000
	Other:	000000	1-sided Print:	000000	Auto	Plain	000000
	Total:	000000			Other		000000

All Accounts:

Printed Pages:	Copier:	000000	FAX TX Pages:	000000	Paper Count:		
	Printer:	000000	FAX TX Time:	0:0:0	Ledger	Plain	000000
	FAX:	000000			Legal	Plain	000000
	Total:	000000			Letter	Plain	000000
Scanned Pages:	Copier:	000000	2-sided Print:	000000	A 4	Plain	000000
	Other:	000000	1-sided Print:	000000	Auto	Plain	000000
	Total:	000000			Other		000000

1

For the count by paper size, the report will be printed by size.

1 Check that Letter or A4 paper is loaded in the cassette.

2 Press the **System Menu** key.

3 Press [User Login/Job Accounting].

4 If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

5 Press [Next] of *Job Accounting Setting* and then [Print] of *Print Accounting Report*.

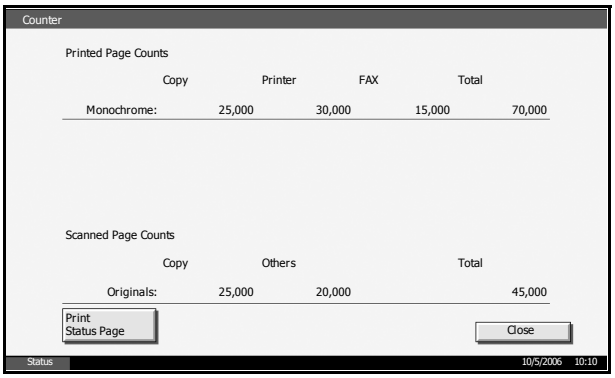
6 Press [Yes] on the screen to confirm the printing.

Unknown Account ID Jobs

The behavior of the machine when it receives a job from unknown account ID (i.e. unsent ID) can be specified. Refer to *Unknown login user name Job on page 7-8* for details.

Checking and Printing Counter

Press the **Counter** key to check the number of sheets printed and scanned.



Security Kit Operations

Installing an optional security kit adds [Security] on the System Menu.

Refer to *Security on page 8-1* for the descriptions and operations related to the (Security) options.

8 Security

This chapter explains the procedures and tips for installation and operations of the optional Data Security Kit (C) (Security Kit).

■ Instructions for General Users (for Both General Users and Administrators)

- Security Kit Functions..... 8-2
- Touch Panel Display after the Security Kit Installed 8-4

■ Instructions for Administrators (for Those in Charge of Installation and Operations of the Security Kit)

- Installing the Security Kit 8-5
- Changing Security Functions 8-6
- System Initialization..... 8-8
- Warning Message 8-9

Instructions for General Users (for Both General Users and Administrators)

Security Kit Functions

The Security Kit enables overwriting and encryption.

Overwriting

Multi function printers (MFPs) temporarily store the data of scanned original, print jobs as well as other data stored by users in the hard disk, from which the data is output for printing. As the data storage area used for such data remains in the hard disk until the said area is overwritten by other data, the stored data might be restored by a certain tool for unwanted use.

The Security Kit erases and overwrites (hereinafter collectively referred to as *overwrite(s)*) the unwanted data storage area used for the output data or deleted data so as not to be restored.

No special procedures are required for overwriting, which will be automatically performed.

CAUTION: Canceling the job immediately starts overwriting the data that was stored in the hard disk.

Overwrite Methods

There are two overwrite methods, which can be switched at any time.

Once Overwrite Method

Overwrite *0* on a target storage area of the hard disk (for overwriting) or entire hard disk (for system initialization) to disable data restoration.

3-time Overwrite Method (default)

Overwrite random pattern twice and then overwrite *0* on the same target storage area of the hard disk as mentioned above to disable data restoration. This method with its higher security makes the data restoration much more difficult even by a sophisticated restoration tool than Once Overwrite Method.

It may take more time than Once Overwrite Method to process a larger amount of data.

Encryption

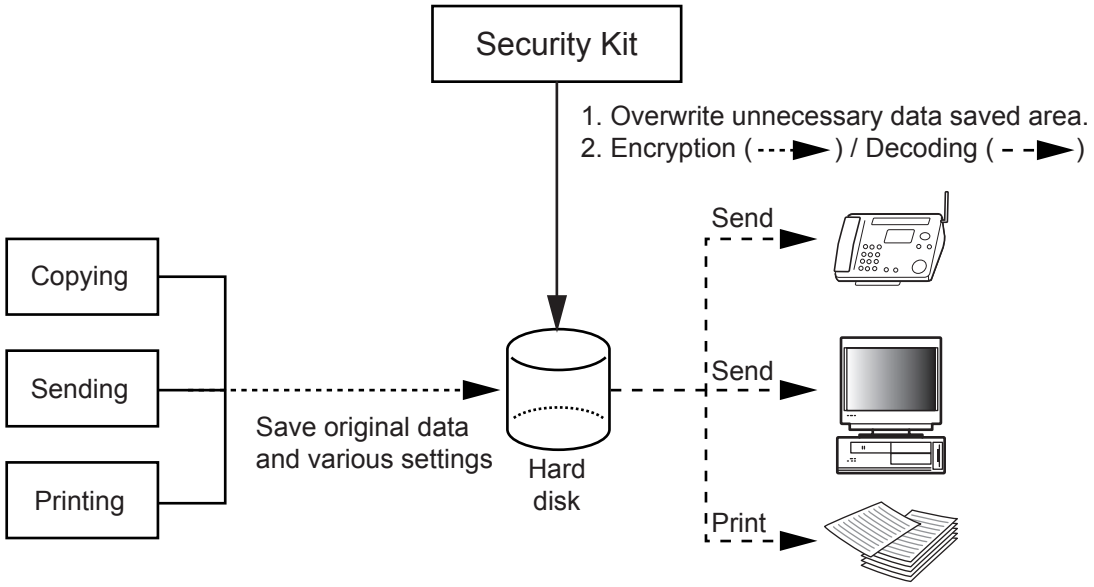
MFPs store the data of scanned original and other data stored by users in the hard disk. It means the data could be leaked or tampered with if the hard disk is stolen.

The Security Kit encrypts the data before storing them in the hard disk. It guarantees higher security because no data would be decoded by any other means than ordinary output or operations.

Encryption is automatically performed and no special step is required.

CAUTION: Encryption helps enhance security. However, the data stored in the Document Box could be decoded by ordinary operations. Do not store any most strictly confidential data in the Document Box.

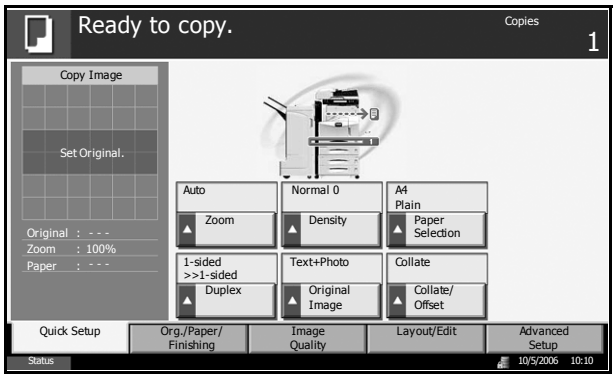
Functions of Security Kit



Touch Panel Display after the Security Kit Installed

Hard Disk Icon Display

In Security Mode, the Security Kit should be properly installed and run. The hard disk icon appears on the lower right side of the touch panel in Security Mode.



NOTE: If the hard disk icon does not appear on the normal screen, it could be possible that the Security Mode is not ON. Call service.

How hard disk icon display changes during overwriting

Icon displayed	Description
	There is unwanted data on the hard disk.
	Overwriting the unwanted data
	The unwanted data overwritten.

CAUTION: Do not turn the main power switch off during overwriting (while are displayed). It may crash the hard disk.

NOTE: If you accidentally turn the main power switch off during overwriting or initialization, the hard disk icon might not switch to HD ICON2. It should be caused by the possible crash or failed overwriting of the data, which must have been overwritten. This would not affect subsequent overwriting processes. However, system initialization should be recommended to return to the normal stable operations. (Initialization should be performed by the administrator following the steps in *System Initialization on page 8-8*.)

Instructions for Administrators (for Those in Charge of Installation and Operations of the Security Kit)

Installing the Security Kit

The Security Kit Contents

The Security Kit package includes:

- Security key
- Installation manual (for service personnel)

Before Installation

- The system will be initialized during installation of the Security Kit. It means that the data stored in the hard disk will be all erased. Special attention should be paid about this if you install the Security Kit on the MFP currently used.
- The Repeat Copy function will be unavailable after the installation.
- [Adjustment/Maintenance] -> [System Initialization] will not be displayed in the *System Menu* after the installation.
- [Security] will be added in the *System Menu* after the installation.

Installation

Installation of the Security Kit should be performed by the service personnel.

The only thing the administrator should do during the installation is to enter the encryption code.

Encryption Code

Encryption codes should be entered to encrypt data in 6-digit alphanumeric characters (0 to 9, A to Z, a to z). By default, the code is set *000000*.

As an encryption key is created from this code, it would be safe enough to continue using the default code.

CAUTION: Be sure to remember the encryption code you entered. If reentry of the encryption code is requested for some reason, enter that code, or all the data stored in the hard disk will be erased.

After Installation

After installing the Security Kit, change the security password as well as the method how to erase entire hard disk.

The changes could be given as required, either at installation or later.

Refer to *page 8-6* for the procedures.

Changing Security Functions

Changing Security Password

Enter the security password to change security functions. Customize the security password so that only the administrator can use the Security Kit.

1 Press the **System Menu** key.

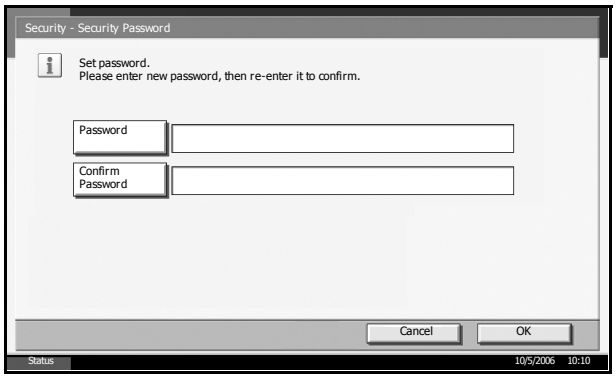
2 Press [▼] and then [Security].

3 If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

4 Enter the default security password, *000000*.

5 Press [Change] of *Security Password*.

6 Press [Password] to enter a new security password in 6 to 16-digit alphanumeric characters.



CAUTION: Avoid any easy-to-guess numbers for the security password (e.g. 11111111 or 12345678).

7 Press [Confirm Password] to enter the same password again.

8 Press [OK].

Changing the Method How to Erase Entire Hard Disk

Change the method how to erase entire hard disk. Refer to *Overwrite Methods on page 8-2* for details.

NOTE: The overwrite methods are used both for overwriting and system initialization (*page 8-8*), and cannot therefore be set individually.

1 Press the **System Menu** key.

2 Press [▼] and then [Security].

3 If the user login screen appears, enter the user name and password, and press [Login].

If the user authentication screen does not appear, go to Step 5.

4 Enter the security password. By default, the code is set *000000*.

5 Press [Data Overwrite Method].

6 Press [3-time Overwrite Method] (default) or [Once Overwrite Method].

7 Press [OK].

System Initialization

Erase entire hard disk. Initialization should be performed while the machine stands by.

CAUTION: If you accidentally turn the main power switch off during initialization, the hard disk might possibly crash or initialization might fail.

NOTE: If you accidentally turn the main power switch off during initialization, turn the main power switch on again. Initialization automatically restarts.

1 Press the **System Menu** key.

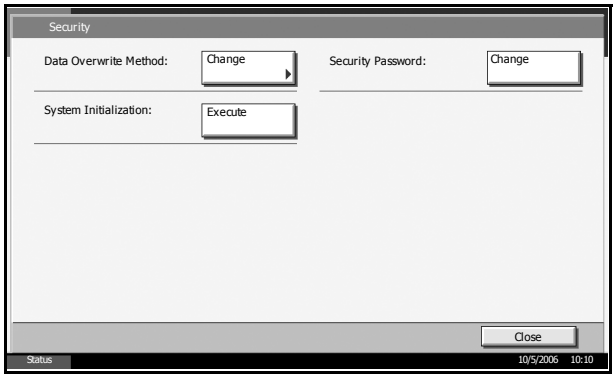
2 Press [▼] and then [Security].

3 If the user login screen appears, enter the user name and password, and press [Login].

If the user authentication screen does not appear, go to Step 5.

4 Enter the default security password, *000000*.

5 Press [Execute] of System Initialization.

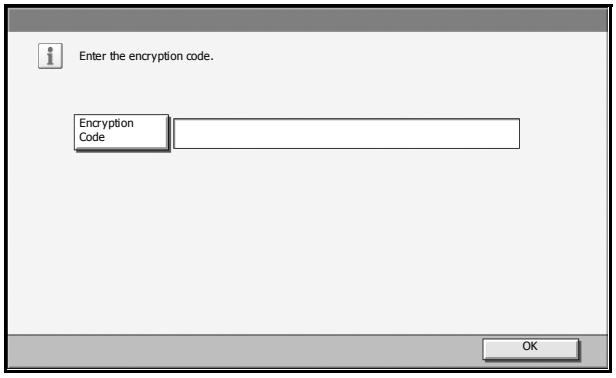


6 Press [Yes] on the screen to confirm the initialization. Initialization starts.

7 When the screen appears to show initialization completed, press the **Power** key, check that the **Power** key and memory indicators are OFF, and turn the main power switch off and then on.

Warning Message

If the encryption code information of the machine has been lost for some reason, the screen below appears when the power is turned on.



1 Press [Encryption Code], and enter the encryption code that was entered during the installation of the Security Kit.

CAUTION: Even though the entry of a different encryption code could also enable to continue the job, the data stored in the hard disk would be all erased. You should be careful enough about this.

2 Press the **Power** key and confirm that the **Power** key/indicator and the memory indicator are off. After that, turn the main power switch off and on.

Appendix

- Paper Appendix-2
- Intercompatible Functions Appendix-9
- Glossary Appendix-10

Paper

Basic Paper Specifications

This machine is designed to print on standard copy paper as used in regular ('dry') copiers and page printers such as laser printers. It also supports a variety of other types of paper that conform to the specifications given in this appendix.

Be careful when choosing paper. Paper unsuitable for the machine may cause jams or may be wrinkled.

Supported Paper

Use standard copy paper for regular copiers or laser printers. The printing quality will be affected by the quality of paper. Poor quality paper may result in unsatisfactory output.

Basic Paper Specifications

The following table lists the specifications of paper that is supported with this machine. Refer to the subsequent sections for further details.

Criteria	Specifications
Weight	Cassettes: 60 to 105 g/m^2
	Multi Purpose tray: 60 to 220 g/m^2
Thickness	0.086 to 0.110 mm
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°
Moisture content	4 to 6%
Grain direction	Long grain (paper supply direction)
Pulp content	80% or more

NOTE: Some recycled paper does not meet requirements for use with this machine as listed in the Basic Paper Specifications shown below, such as moisture or pulp content. For this reason, we recommend purchasing a small amount of recycled paper as a sample for testing prior to use. Choose recycled paper that gives the best printing results and contains low levels of paper dust.

We are not responsible for the problems occurred from the use of paper that does not conform to our specifications.

Choosing the Appropriate Paper

This section describes guidelines for choosing paper.

Condition

Avoid using paper with bent corners or that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Use of paper in any of these conditions will not only deliver poor copies but may also cause jams and shorten the useful life of the machine. Choose paper with a smooth and even surface; however, avoid coated paper or paper with a treated surface as it may damage the drum or fusing unit.

Ingredient

Do not use paper such as paper that has been coated or surface-treated or paper that contains plastic or carbon. These paper may produce harmful fumes from the heat of printing and may damage the drum.

Be sure to use the standard paper that contains at least 80% pulp, i.e., not more than 20% of the total paper content consists of cotton or other fibers.

Supported Paper Sizes

Paper of the following sizes is supported by the machine.

Measurements in the table take into account a ±0.7 mm dimensional accuracy for length and width. Corner angles must be 90° ± 0.2°.

Multi Purpose Tray	Cassette or Multi Purpose Tray
B6-R (128 × 182 mm)	A3 (297 × 420 mm)
Hagaki (100×148mm)	B4 (257 × 364 mm)
Oufuku Hagaki (148 × 200 mm)	A4 (297 × 210 mm)
Executive (7 1/4 ×10 1/2")	A4-R (210 × 297 mm)
Envelope DL (110 × 220 mm)	B5 (257 × 182 mm)
Envelope C5 (162 × 229mm)	B5-R (182 × 257 mm)
Envelope C4 (229 × 324mm)	A5-R (148 × 210 mm)
ISO B5 (176 × 250 mm)	Folio (210 × 330 mm)
Envelope #10 (4 1/8 × 9 1/2")	Ledger
Envelope #9 (3 7/8 × 8 7/8")	Legal
Envelope #6 (3 5/8 × 6 1/2")	Letter
Envelope Monarch (3 7/8 ×7 1/2")	Letter-R
Youkei 2 (114 × 162 mm)	Statement-R
Youkei 4 (105 × 235 mm)	Oficio II

Multi Purpose Tray	Cassette or Multi Purpose Tray
Size Entry (98 × 148 to 297 × 432 mm)	8.5 × 13.5"
	8K (273 × 394 mm)
	16K (273 × 197 mm)
	16K-R (197 × 273 mm)

Smoothness

The paper surface should be smooth, but it must be uncoated. With paper that is too smooth and slippery, several sheets may accidentally be supplied at once, causing jams.

Basis Weight

In countries that use the metric system, basis weight is the weight in grams of one sheet of paper one square meter in area. In the United States, basis weight is the weight in pounds of one ream (500 sheets) of paper cut to the standard size (or trade size) for a specific grade of paper. Paper that is too heavy or too light may be supplied incorrectly or cause paper jams, which may cause excessive wear of the machine. Mixed paper weight (i.e., thickness) may cause several sheets to be supplied at once accidentally and may also cause blurring or other printing problems if the toner fails to adhere correctly

The recommended basis weight is between 60 and 105 g/m^2 for the cassettes and between 60 to 220 g/m^2 for the Multi Purpose tray.

Thickness

Avoid using paper that is too thick or thin. Signs that paper may be thin include frequent problems with paper jams or with several sheets being supplied at once. Paper jams may also indicate that the paper is too thick. The proper thickness is between 0.086 and 0.110 mm.

Moisture Content

Paper moisture content is the ratio of moisture to dryness expressed as a percentage. Moisture affects how the paper is supplied, the electrostatic changeability of the paper, and how the toner adheres.

Paper moisture content varies depending on the relative humidity in the room. High relative humidity causes paper to become damp, making the edges expand so it appears wavy. Low relative humidity causes paper to lose moisture, making the edges tighten and weakening print contrast.

Wavy or tight edges may cause the paper to slip when it is supplied. Try to keep the moisture content between 4 to 6%.

To maintain the right level of moisture content, bear in mind the following considerations.

- Store paper in a cool, well-ventilated place.
- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.
- Store paper sealed in the original package and box. Put a pallet under the carton to keep it raised above the floor. Especially during rainy seasons keep the paper a sufficient distance away from wooden or concrete floors.
- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.
- Do not store paper where it is exposed to heat, sunlight, or dampness.

Other Paper Specifications

Porosity: The density of the paper fibers

Stiffness: Paper must be stiff enough or it may buckle in the machine, causing jams.

Curl: Most paper naturally tends to curl after the package is opened. When paper passes through the fixing unit, it curls upward slightly. To deliver flat printouts, load the paper so that the curl faces towards the bottom of the paper tray.

Static electricity: During printing, paper is electrostatically charged so that the toner adheres. Choose paper that can be discharged quickly so that copies do not cling together.

Whiteness: Paper whiteness affects print contrast. Use whiter paper for sharper, brighter copies.

Quality: Machine problems may occur if sheet sizes are not uniform or if corners are not square, edges are rough, sheets are uncut, or edges or corners are crushed. In order to prevent these problems, be especially careful when you cut the paper yourself.

Packaging: Choose paper that is properly packaged and stacked in boxes. Ideally, the packaging itself should have been treated with a coating to inhibit moisture.

◆**Specially treated paper:** We do not recommend printing onto the following types of paper, even if it conforms to the basic specifications. When you use these kinds of paper, purchase a small amount first as a sample to test.

- Glossy paper
- Watermarked paper
- Paper with an uneven surface
- Perforated paper

Special Paper

This section describes printing onto special paper and print media.

The following paper and media can be used.

- Transparencies
- Preprinted paper
- Bond paper
- Recycled paper
- Thin paper (from 60 g/m^2 to 64 g/m^2 or less)
- Letterhead
- Colored paper
- Prepunched paper
- Envelopes
- Cardstocks
- Thick paper (from 106 g/m^2 to 220 g/m^2 or less)
- Labels
- Coated paper
- High-quality paper

When using these paper and media, choose that are designed specifically for copiers or page printers (such as laser printers). Use the Multi Purpose tray for transparencies, thin or thick paper, envelopes, cardstocks, and label paper.

Choosing Special Paper

Although special paper that meets the following requirements can be used with the machine, print quality will vary considerably due to differences in the construction and quality of special paper. Thus, special paper is more likely than regular paper to cause printing problems. Before purchasing special paper in volume, try testing a sample to ensure the print quality is satisfactory. General precautions when printing onto special paper are given below. Note that we are not responsible for any harm to the user or damage to the machine caused by moisture or specifications of special paper.

Select a cassette or Multi Purpose tray for special paper (please refer to *Chapter 2 Selecting Paper Size for Multi Purpose Tray* and *Selecting Paper Type to Multi Purpose Tray* of the manual).

Transparencies

Transparencies must be able to withstand the heat of printing. Transparencies must meet the following conditions.

Criteria	Specifications
Heat resistance	Must withstand at least 190°C
Thickness	0.100 to 0.110 mm
Material	Polyester

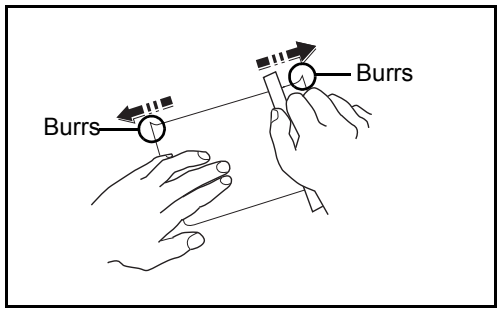
Criteria	Specifications
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°

To avoid problems, use the Multi Purpose tray for transparencies and load transparencies with the long side facing the machine.

If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

Hagaki

Before loading Hagaki into the Multi Purpose tray, fan them and align the edges. If the Hagaki paper is curled, straighten it before loading. Printing onto curled Hagaki may cause jams.



Use unfolded Oufuku Hagaki (available at post offices). Some Hagaki may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges by placing the Hagaki on a flat surface and rubbing the edges gently a few times with a ruler.

Envelopes

Use the Multi Purpose tray for envelopes.

Due to the structure of envelopes, printing evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through. Before purchasing envelopes in volume, try testing a sample to ensure the print quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

Keep the following points in mind.

Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the machine.

Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.

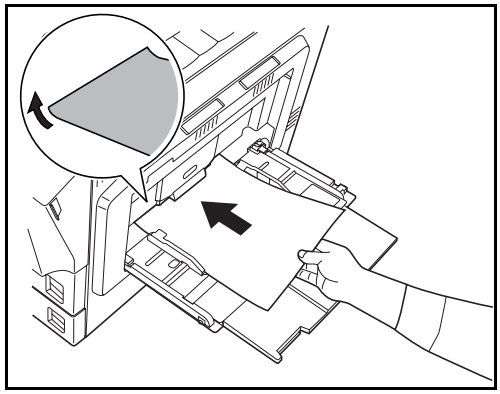
If paper jams occur, load fewer envelopes at once.

To prevent paper jams when printing onto multiple envelopes, do not allow more than ten envelopes remain in the output tray at once.

Thick Paper

Before loading thick paper in the Multi Purpose tray, fan it and align the edges. Some thick paper may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges just as with Hagaki by placing the paper on a flat surface and rubbing the edges gently a few times with a ruler. Printing onto paper with rough edges may cause jams.

NOTE: If the paper is not supplied correctly even after it is smoothed, load the paper in the Multi Purpose tray with the leading edge raised a few millimeters as shown in the figure.



Colored Paper

Colored paper must conform to the specifications listed on the page 2 of the Appendix. In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C or 392°F).

Preprinted Paper

Preprinted paper must conform to the specifications listed on the page 2 of the Appendix. The colored ink must be able to withstand the heat of printing. It must be resistant to silicone oil as well. Do not use paper with a treated surface such as glossy paper used for calendars.

Recycled Paper

Recycled paper must conform to the specifications listed on the page 2 of the Appendix; however, its whiteness may be considered separately.

NOTE: Before purchasing recycled paper in volume, try testing a sample to ensure that the print quality.

Intercompatible Functions

This is a full-featured machine with an array of different functions. Many features can also be combined for more efficient printing.

Glossary

AppleTalk

Apple Talk, which comes with Apple Computer's Mac OS, is a network protocol. Apple Talk enables file/printer sharing and also enables you to utilize application software that is on another computer on the same Apple Talk network.

DHCP (Dynamic Host Configuration Protocol)

Dynamic Host Configuration Protocol (DHCP) that automatically resolves IP addresses, subnet masks, and gateway addresses on a TCP/IP network. DHCP minimizes the load of network management employing a large number of client computers because it relieves individual clients including printers from the IP address being assigned.

dpi(dots per inch)

A unit for resolution, representing the number of dots printed per inch (25.4 mm).

Send as E-mail

A function to send the image data stored in the machine as an E-mail attachment. E-mail addresses can be selected from the list or entered at each time.

FTP(File Transfer Protocol)

A protocol to transfer files on the TCP/IP network, whether the Internet or an intranet. Along with HTTP and SMTP/POP, FTP is now frequently used on the Internet.

IEEE1284

An international standard for the printer-computer connection established by Institute of Electrical and Electronic Engineers (IEEE) in 1994.

IP Address

An Internet protocol address is a unique number that represents a specific computer or related device on the network. The format of an IP address is four sets of numbers separated by dots, e.g. 192.168.110.171. Each number should be between 0 and 255.

KPDL (Kyocera Page Description Language)

Kyocera's PostScript page description language compatible with Adobe PostScript Level 3.

NetBEUI (NetBIOS Extended User Interface)

An interface, developed by IBM in 1985, as an update from NetBIOS. It enables more advanced functions on smaller networks than other

protocols such as TCP/IP, etc. It is not suitable for larger networks due to lack of routing capabilities to choose the most appropriate routes. NetBEUI has been adopted by IBM for its OS/2 and Microsoft for its Windows as a standard protocol for file sharing and printing services.

NetWare

Novell's network management software that is able to run on a variety of operating systems.

POP3(Post Office Protocol 3)

A standard protocol to receive E-mail from the server in which the mail is stored on the Internet or an intranet.

PostScript

A page description language developed by Adobe Systems. It enables flexible font functions and highly-functional graphics, allowing higher quality printing. The first version called Level 1 was launched in 1985, followed by Level 2 that enabled color printing and two-byte languages (e.g. Japanese) in 1990. In 1996, Level 3 was released as an update for the Internet access and PDF format as well as gradual improvements in implementation technologies.

PPM (prints per minute)

This indicates the number of A4 size printouts made in one minute.

SMTP (Simple Mail Transfer Protocol)

A protocol for E-mail transmission over the Internet or an intranet. It is used for transferring mail between mail servers as well as for sending mail from clients to their servers.

TCP/IP (Transmission Control Protocol/Internet Protocol)

TCP/IP is a suite of protocols designed to define the way computers and other devices communicate with each other over a network.

TWAIN (Technology Without Any Interested Name)

A technical specification for connecting scanners, digital cameras, and other image equipment to the computers. The TWAIN compatible devices enable to process image data on any relevant application software. TWAIN is adopted on a large number of graphic software (e.g. Adobe Photoshop) and OCR software.

USB (Universal Serial Bus)2.0

A USB interface standard for Hi-Speed USB 2.0. The maximum transfer rate is 480 Mbps. This machine is equipped with USB 2.0 for high-speed data transfer.

EcoPrint Mode

A printing mode that helps save toner. Copies made in this mode are thus lighter than normal.

Emulation

The function to interpret and execute other printers' page description languages. The machine emulates operation of Line Printer, IBM Proprinter, DIABLO 630,EPSON LQ-850, PCL6, KC-GL, KPDL, and KPDL (automatic).

Auto Sleep Mode

A mode designed for electrical power saving, activated when the machine is left unused or data transfer for a specific period. In Sleep mode, power consumption is kept to a minimum.

Grayscale

A computer color expression. Displayed images of this sort are typically composed of shades of gray, varying from black at the weakest intensity to white at the strongest, without any other colors. Gray levels are displayed in numerical levels: that is, white and black only for 1 bit; 256 gray levels (including white and black) for 8 bits; and 65,536 gray levels for 16 bits.

Subnet Mask

A 32-bit numerical value that defines how many bits of the IP address is specified for the network address to identify the network.

Auto Form Feed Timeout

During data transmission, the machine may sometimes have to wait until receiving the next data. This is the auto form feed timeout. When the preset timeout passes, the machine automatically put paper out. However, no output is performed if the last page has no data to be printed.

Auto Paper Selection

A function to automatically select paper in the same size as original at printing

Status Page

The page lists machine conditions, such as the memory capacity, total number of prints and scans, and paper source settings.

Additional Memory

An additional memory (optional) is used for increasing the memory capacity of this machine as well as enabling to print more sophisticated data. The 128 MB, 256 MB, or 512 MB modules are available for this machine. Contact your dealer for the memory modules that can be used on this machine.

Multi Purpose (MP) Tray

The paper supply tray on the right side of the machine. Use this tray instead of the cassettes when printing onto envelopes, Hagaki, transparencies, or labels.

Default Gateway

This indicates the device, such as a computer or router, that serves as the entrance/exit (gateway) for accessing computers outside the network that you are on, When no specific gateway is designated for a destination IP address, data is sent to the host designated as the Default Gateway.

Parallel Interface

The parallel interface mounted on the machine is used to receive the print data from the computer. With this interface, data transfer between the printer and the computer takes place in 8-bit chunks. This machine can perform IEEE 1284-compatible by-directional communications.

Printer Driver

The software to enable you to print data created on any application software. The printer driver for the machine is contained in the CD-ROM enclosed in the package. Install the printer driver on the computer connected to the machine.

Accessibility

The machine is designed featuring good accessibility even for the elderly and those who are physically challenged or visually impaired. Touch panel characters can be enlarged while the touch panel is adjustable in two angles.

For best results and machine performance, we recommend that you use only our original supplies for your products.

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